Building business and technology relationships.

Canadian Payroll
User Manual

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Canadian Payroll

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Transaction Codes 1

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Chapter 1

Introduction

The techniques employed in the Canadian Payroll system reflect the desire to provide the user with a tool that can accommodate today's requirements as well as those of the future without costly program modifications.

Accounting Design

The accounting structure is designed to accommodate almost any small business requirement for general ledger purposes. The ability to accumulate statistical data is included as a by-product of the techniques themselves. Among the more prominent of the accounting items are:

1. Separate general ledger account numbers are permitted for each income, deduction and benefit type. They may be subdivided by department, group and province as desired.

2. Precise distribution of wage and benefit costs to the departments concerned.

3. Pay periods may extend over more than one accounting period.

4. Company benefit expenses may be accrued for:

    - all employees
    - all employees who had a specific deduction
    - all employees of a specific group or province.

5. Accumulation of costs or units by employee for income, deduction and benefit categories as designated by the user.

Program Design

The system provides standard programs from which the operator picks the appropriate one to perform the function needed. There are 5 distinct types of programs:

1. System management
2. Transactions
3. Printing
4. Cheques
5. Month/year end

System Management

The system management programs permit the operator to maintain 3 types of data:

1. Employee records
2. Transaction codes
3. System information

This data determines who can get paid, how the pay is calculated and where the expense is to be charged. This data must be properly maintained if the payroll system is to work correctly.

Transactions

The transaction programs permit the operator to add, change, or delete transactions which the computer will use to generate the payroll cheques. To provide for faster data entry, a special program has been included to generate repetitive transactions for multiple employees.

Print Programs

The following print programs are provided as a standard feature of the payroll system and may be generated at any time.

1. Employee record
2. Transaction code list
3. Transaction code record
4. System details
5. Cheques
6. Record of employment
7. T4 and T4A slips
8. Releve 1 (Quebec)
9. Employee cheque history
10. Receiver General
11. Employee accumulator list
12. Transaction details
13. Deduction analysis
14. Group deductions

15. Consolidated cheque register
16. Cheque lists
17. Journal entry
18. Funds transfer report
19. Seniority report

Many of the reports and forms can be generated for prior years.

Cheques

The cheque programs allow the operator to:

1. Calculate and revise computer deductions
2. Cancel cheques already written
3. Enter details about cheques prepared manually
4. Remove cheques from the outstanding list

Month/Year End

The system maintenance programs perform specialized functions:

1. Update government data (re. tax, CPP/QPP, & EIC)
2. Set user-defined accumulator balances to zero.
3. Set the tax data for each employee to zero and increase the personal exemptions by a fixed percentage rate.
4. Calculate, print, & purge the journal entry.
5. Rollover last year employee data to a history file to generate T4's, T4A's, and Releve 1's at a later date.

Directories and Files

For both Linux/Unix and Windows systems, the standard setup places all the payroll data files in a sub-directory below the **SSI** directory. If your company identification code is **XX**, the data files will be in the **SSI\XX** sub-directory for **Windows** and the **/usr/ssi/XX** sub-directory for **Linux/Unix**. All the data files end with the file suffix **.DAT**.

Programs are in the **\SSI\PCOBJ** sub-directory for **DOS** and in the **/usr/ssi/pcobj** sub-directory for **Unix**. All the program files end with the file suffix **.COB**.

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Chapter 2

Conversion

The conversion from your existing payroll system to this one is best accomplished by following the steps outlined below. The payroll should be set up initially by an individual in the company with knowledge of both the payroll and accounting design of the company. After the system is implemented, the payroll staff can maintain the system with ease.

Payroll Cheques

Before getting started you should order a good supply of cheques. These can be purchased directly from Samco's Forms Department, for costing and further information please call 1-800-663-2080 (Across Canada), or 604-597-4211 (Greater Vancouver).

Please have available the following information:

- The quantity of cheques required (count on a 6 - 8 month supply at the minimum)
- Any artwork required (i.e. logo) should be readily available (usually from your printer).
- Laser or continuous form?
- The number of parts (available in 1, 2, or 3-part form).
- Full bank information (a photocopy of a voided cheque is best).

Step 1 - Get Acquainted

To get an understanding of what is involved in the tasks ahead, read through this user manual.

Step 2 - Homework

The payroll system will be installed with the least amount of frustration if the majority of the work is done on paper before sitting down at the computer console. **There is no substitute for planning**.

Read the sections on system details and transaction codes a second time, writing down on paper the company's requirements for:

1. Departments
2. General ledger accounts
3. Groups
4. Occupations and wage rates
5. Status codes
6. Accumulator names
7. Accrual descriptions
8. Transaction codes
9. Computer generated deductions

Step 3 - System Installation

For installing a new payroll or for adding the payroll module to an existing company, see the installation booklet *Installation Guide*.

Step 4 - Initializing Data

To initialize the data files for your payroll module, refer to the chapter titled *Company Data* in the *System Functions* guide.

Step 5 - Setting Up Canadian Payroll

Perform these steps to start using Samco's Canadian Payroll:

1. Start P/C according to the instructions in the next chapter titled *Starting Up*.

2. Refer to the *System Functions* guide for information on setting up your company file and other related files.

3. With the aid of the manual and your preparatory work, set up the Payroll Control Data.

4. With the aid of the manual and your preparatory work, do the following sections in system details:

   Departments
   General ledger accounts
   Groups
   Occupations & wages
   Status codes

Accumulator names
Accruals

5. Set up the transaction codes for your company. Be sure to include the transaction codes for the payment of advances to employee (**ADV**) and the repayment of advances (**ADR**). These transaction codes will be used in the event that an employee's deductions exceed the net pay. See the sample transaction codes at the end of chapter 9.

6. Set up the computer generated deductions in the system details program.

7. Before entering data for all the employees within the company, it is best to do some testing to see that the system works as desired. To do this the following steps are recommended:

a. Backup the payroll data.
b. Using the employee records program, enter some sample employees to test your system.
c. Experiment with all of the programs in the sequence you will use them on a day to day basis.
d. Compare the results obtained from your experimentation with those you expected to get. This is particularly important for the cheque and journal entry programs
e. Make any necessary corrections using the system and transaction code maintenance programs. Record these changes for later use.
f. Go back to 3 above as often as necessary until there are no more corrections required.
g. Restore the payroll data from the backup made in 1 above.
h. Make the changes you recorded in step e.

8. Add employee records for all employees including employees who have been terminated. Enter all year-to-date tax data as well as any accruals or receivables you have established. Using the accumulator list program, balance the values in the computer records with:

a. Amounts paid to the government for deductions
b. Balances in the general ledger for expenses or liabilities
c. Any other documentation that may be available

9. Use the print employee record program to print the details for every employee. This provides a complete picture of the information entered into the computer at the conclusion of the conversion process. This can prove extremely useful if questions arise later on.

10. Do a backup of your payroll data files. You certainly do not want to do all this work again.

***** WARNING *****

No software package should replace an existing system without first being tested against the existing one and comparing results. Only after a series of successful tests have been completed should the old system be terminated. You must use your judgement as to the number of successful tests that are required before dropping the existing system.

Step 6 - Parallel Payroll Testing

Run a full payroll on the computer system using the print cheques for review program. Do the same on your existing system. Investigate the results looking for differences in the cheques and accruals.

If the differences are substantial:

1. Use your existing system's cheques and data.
2. Restore the payroll data from the backup in number 10 of Step 5.
3. Amend accrual percentages and transaction codes as necessary.
4. Enter the cheque data from the existing system onto the computer system using the handwritten cheque program.
5. Run the journal entry program with a date of 991231, compare the results with your present system and correct transaction codes where necessary.
6. Print the journal entry again and then purge it.
7. Go back to number 10 of Step 5 above and backup your data.

If the cheque and accrual differences are minor and easily resolved:

1. Make any necessary corrections to the computer data
2. Recalculate the computer deductions
3. Print the cheques for review
4. Approve the cheques for payment and print them
5. Enter the computer cheques and accruals into your existing system
6. Make a backup
7. Run the journal entry program and compare results with your existing system
8. If journal entry differences exist, restore the data from the backup in 6, amend the transaction code and other computer data and repeat from 6 above.

Step 7 - You are ready to roll

You're ready to continue now. Build the data files per the above instructions, and begin using Samco's Canadian Payroll to process your work.

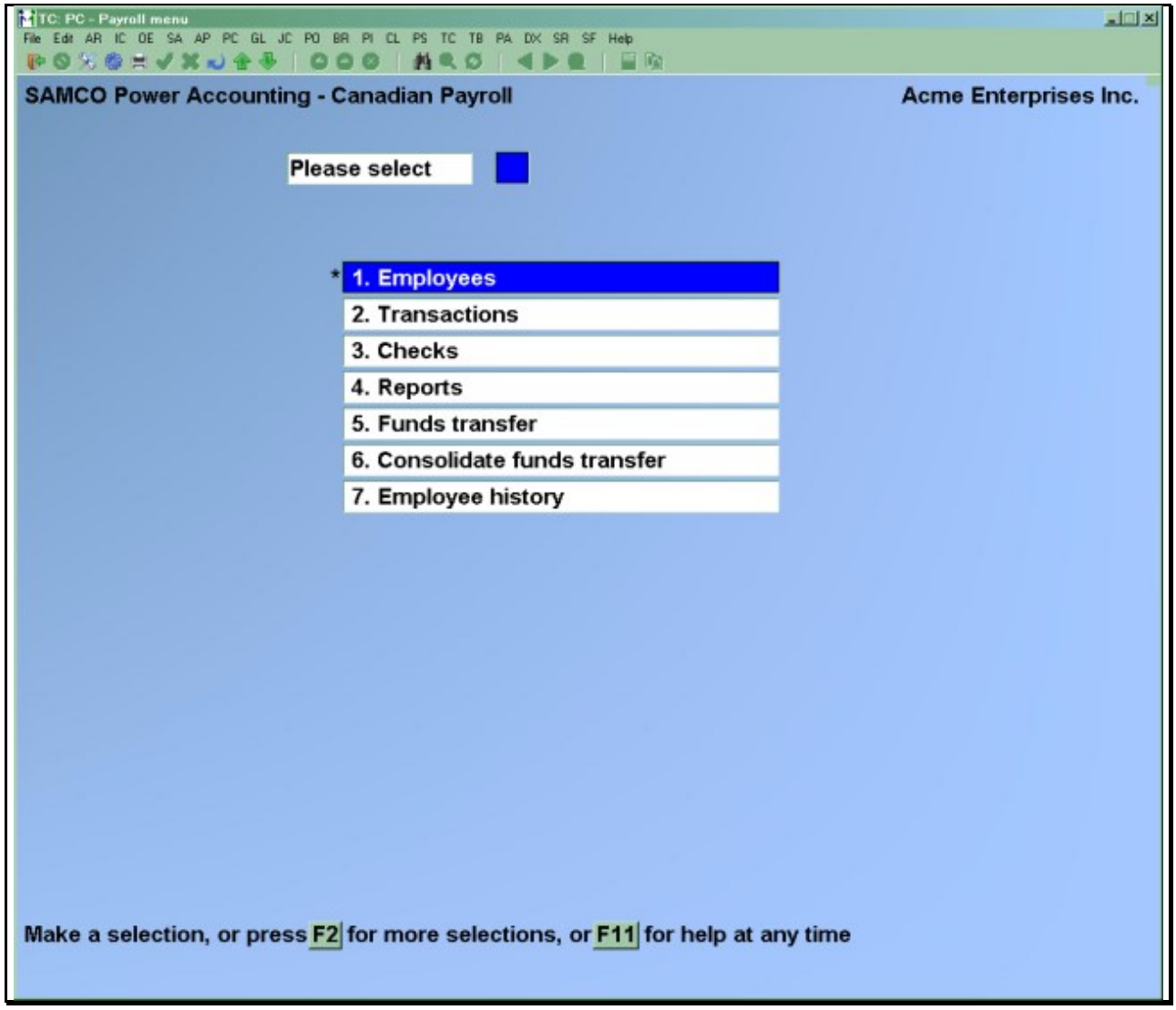
Chapter 3

Starting Up

This chapter describes how to start the Canadian Payroll package after it has been installed. If you have not yet installed this package onto your computer system please refer to the *Installation Guide* and then the *System Functions* guide. These will also provide you with the steps required prior to setting up your payroll system and other modules you may have purchased.

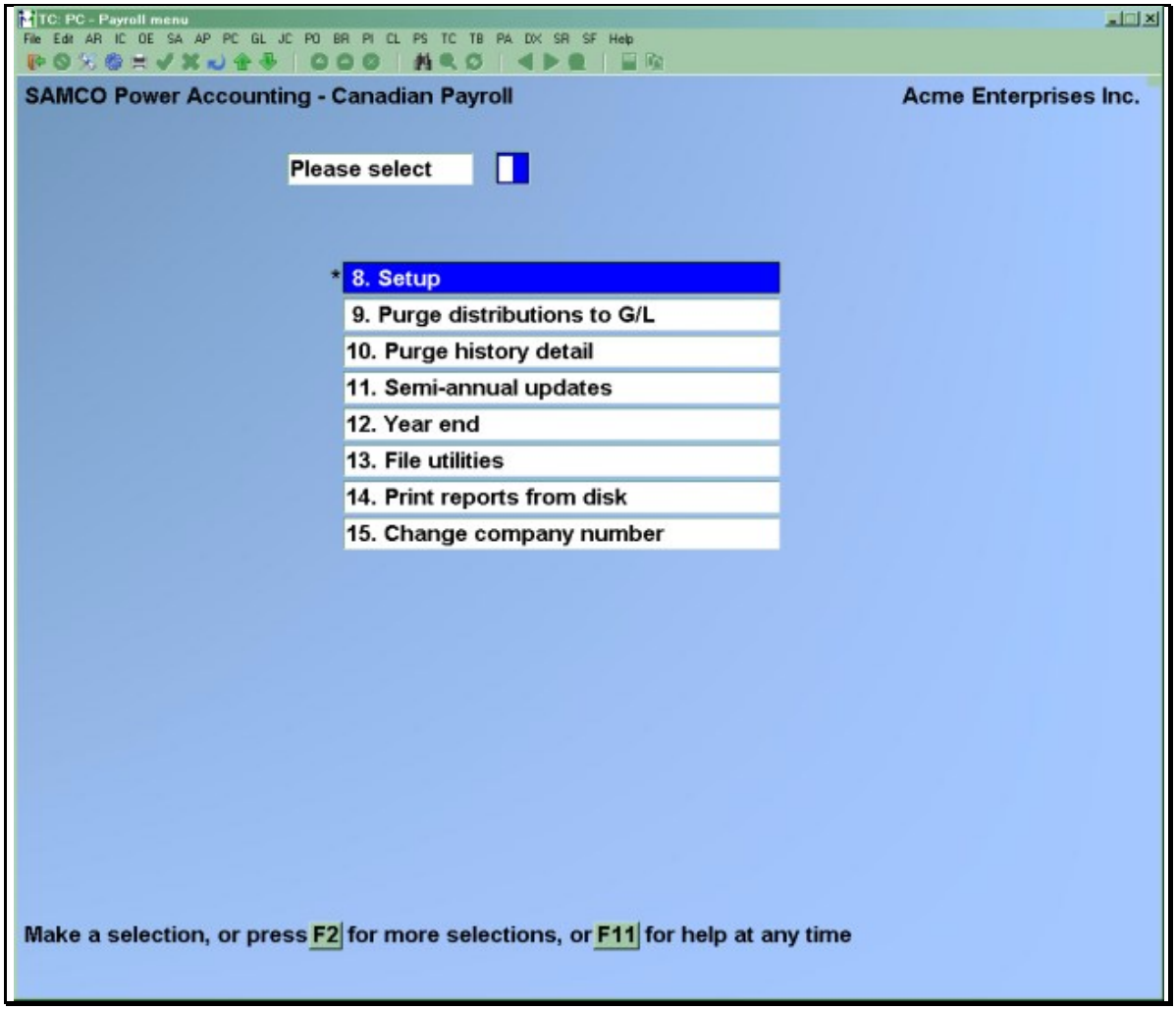
Starting Canadian Payroll

From the Samco main menu select *Payroll* to display this menu:


TC: PC - Payroll menu
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
SAMCO Power Accounting - Canadian Payroll
Acme Enterprises Inc.
Please select
* 1. Employees
2. Transactions
3. Checks
4. Reports
5. Funds transfer
6. Consolidate funds transfer
7. Employee history
Make a selection, or press F2 for more selections, or F11 for help at any time

The selections that you will be using most often are found on the first screen of the main menu. To choose one of the selections shown above, type the number of the selection and press **[Enter]**. For example, to select *Transaction*, type **2**.

To get to page 2 of the menu, press **[F2]** from page 1. You see:


TC: PC - Payroll menu
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
SAMCO Power Accounting - Canadian Payroll
Acme Enterprises Inc.
Please select
* 8. Setup
9. Purge distributions to G/L
10. Purge history detail
11. Semi-annual updates
12. Year end
13. File utilities
14. Print reports from disk
15. Change company number
Make a selection, or press F2 for more selections, or F11 for help at any time

Make selections from page 2 the same way as from page 1.

To return to page 1 of the menu, press **[F2]** or **[Tab]**.

To Exit Payroll

To exit the Payroll package, press **[Tab]** from page 1 of the P/C menu, or use the "Jump" function by pressing **[F3]** followed by **EX** for exit.
Depending on your computer setup, the Samco main menu appears, listing packages, or your operating system prompt appears, or your calling menu appears.

On-line Documentation

This user manual is also available in an on-line version through S.A.M (Samco's Automated Manuals). Simply press **[F10]** (**[F11]** under the Windows version) and a revised edition of this, and all of your Samco user manuals, are available for immediate viewing. (Refer to the chapter titled *Help SAM !!!* in the *System Functions* manual for details on navigating through S.A.M.)

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Chapter 4

Backup Procedures

Backup is the name given to the procedure which makes a copy of the payroll data files. These additional copies of the data files permit the operator to recover from events that render the original working data files useless. Restore is the procedure which makes the copy data files become the working data files.

Backup file maintenance is the single most important procedure to be followed in any data processing environment. The cost to make a copy of the data is very small no matter how one arrives at the amount. To recreate the data may cost many times the backup cost and in some instances may prove to be impossible.

You are strongly urged to have a minimum of 4 copies of the data:

1. Working data
2. Working data one day old
3. Working data two days old
4. Last month's working data

If the volume of data being entered by the operator requires a significant amount of time, it may be prudent to make backup copies periodically throughout the day.

No matter how many backup copies of the data exist, if they are not in the right place at the appropriate time, you might as well not have made any copies at all.

To protect against fire, theft, burglary, vandalism and the like it is essential that one copy of the data be stored in a location other than where the computer is located. It is probably sufficient to store last month's working data copy at this off-site location.

The off-site procedure must be used as there is no protection against fire even if the data is stored in a safe or fire resistant file cabinet. During a fire the temperature inside

the cabinet or safe may exceed the maximum temperature recommended for the storage media. This would destroy the backup information without actually burning the storage media.

The cost and time to recreate one month's transactions after a fire is significantly less than the alternative - rebuilding the files from the beginning. Rebuilding the files will almost certainly result in a loss of data for analysis purposes. Such data is accumulated over a long period and is impossible to duplicate.

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Chapter 5

Suggestions

No two organization's payroll systems operate in exactly the same manner. However, the following pages provide suggestions as to the work pattern that would be followed in a typical office.

Please keep in mind that these are only suggestions, and that you will probably change some things to fit your organization's requirements.

Suggestions & Recommendations

Per Pay Period

Function	Comments
1. Employee maintenance	Do maintenance as required
2. Transaction entry	Do on a daily, weekly or pay period basis with backups as needed
3. Calculate deductions	Calculate deductions for employees who are to be paid
4. Print cheques for review	Print on plain paper for review purposes. No changes, go to 8 below
5. Cancel previous calcs	Cancel calculations for cheques containing errors
6. Transaction processing	Cancel posted transactions with errors. Enter correct transactions

7. Calculate deductions	Calculate deductions for employees that had corrections. Go to 4 above
8. Backup	Save the data in case of disaster
9. Approve review cheques	Approve calculations for cheque printing
10. Print cheques	Print on cheque forms. Change paper and print cheque register
11. Print reports	Print various reports as needed
12. Initialize Accumulators	Depending on their uses may need to be done
13. Backup	Save the data and prevent loss of time
14. Calculate journal entry	May want to calculate and print journal entry if CPP/EIC is required more than once per month, or if the cheque date is in a separate period from the pay period ending date.

Monthly

Functions	**Comments**
1. Backup	Keep this copy at a different site
2. Print reports	Print various reports as needed before transactions are lost in journal entry process
3. Process journal entry	Calculate and print journal entry
4. General ledger	Transfer the journal entry
5. Process journal entry	Purge from file
6. Initialize accumulators	If needed.
7. Reconcile cheques	Enter cheques cleared by the bank and help keep data files to minimum size
8. Print cheque lists	Print the outstanding cheque register

Year End

Functions	Comments
1. Backup	Even though the system incorporates a rollover feature to keep last years' payroll data for each employee, you should always keep a permanent backup of this data indefinitely.
2. New tax data	Removes employees no longer with the firm. Sets tax data to zero.
3. Rollover data	Copies last years' payroll data for employee's in an auxiliary history file. You can then generate T4's, T4A's, and Releve 1's at any point in time.
4. Initialize accumulators	
5. Backup	Keep for new tax year payroll data.

Some Payroll Do's and Don'ts

DO Read the manual. The answer to your question is in there.

DO Backup the payroll data. Too many backups are better than not enough.

DO Experiment. The system was designed with flexibility as one of the main attributes. There is probably a way to do what you want.

DO Try it a second time. If a program aborts in the middle of a job, restore from your backup and try it again. The error condition may have been temporary.

DO Print review cheques and examine them carefully. It is easier to correct mistakes on review cheques than on actual cheques.

DO Use the cheque reconciliation program. This is crucial if the file sizes are to be kept as small as possible. Transactions are kept on file until the cheque they pertain to has been reconciled. Failing to reconcile your cheques within the scope of the program will result in ALL transactions being kept on file, which will result in VERY large files, as well as related problems in speed & data integrity.

DO Turn the printer on and ensure that it is "on line". Many people have waited for the printer to start when it wasn't possible.

DO Submit suggestions. The product cannot be improved without the knowledge gained from your experience.

DON'T Wait to the last minute to do the payroll. If you do, that will be the time something unexpected happens.

DON'T Compare the computer tax deduction with those provided in the tax booklets. If you find it necessary to check the computer's tax calculations, compare them to Option 4 in Revenue Canada Taxation's Machine Computations (MC) booklet.

Payroll Processing Checklist

- Enter Transactions (REQUIRED)
  - Time transactions may be entered at the end of each day or the end of the week or at the end of the period.
  - If daily, then the week ending date is the actual date the employee worked for each day. 8 hours on 1st, 7.5 hours on 2nd, 8 hours on 3rd etc. Each record has its own date. This is especially helpful for payrolls which run across months.
  - If weekly, then the week ending date is the last day of the week in which hours were worked. 40 hours for the week ending the 5th as an example.
  - If entering time transactions for the entire pay period, then the week ending date is the last date for which you are paying, regardless of when the hours are entered. For example, cheques on the 15th for up to the 8th, the week ending date is the 8th.

- Edit List (OPTIONAL)

- Post (REQUIRED)

- Calculate deductions (REQUIRED)
  - Enter the cheque date, which is the date that will be printed on the cheque for stub form.
  - Enter the pay period ending date as discussed above. If you have entered time transactions past the pay period ending date, they will not be included in this calculation. This is especially helpful when hours are entered on a daily basis. For example, hours have been entered up to the 14th of the month, but this cheque run only pays up to the 8th. Enter a pay period ending date of the 8th, any transaction dated after that date is excluded from this payroll run.

- Print cheques for review (OPTIONAL, but RECOMMENDED)
  - Print to plain paper or to the screen. This is the last opportunity to make corrections.
  - If there is a problem with the review cheques use the options CANCEL CALCULATIONS and CANCEL POSTED TRANSACTIONS to bring you back to the beginning. See below for details (WHEN SOMETHING GOES WRONG)

- Approve and print cheques (and post) (REQUIRED)
  - The posting is automatic once the cheques are printed. If there is a subsequent error discovered, cheques may be voided separately.

- Calculate journal entry (REQUIRED)
    - Enter the pay period ending date. This is the same date that was entered at the time of the CALCULATE DEDUCTION step and the last or oldest date used during TRANSACTION entry.
    - Enter the cheque date. This is the same date that was entered at the time of the CALCULATE DEDUCTION step and the date that appeared on the printed cheque or stub form.
    - Normally, the response for monthly benefits is N

- Print journal entry (OPTIONAL)
    - Enter the FISCAL period date – having everything to do with the General Ledger at this point and not a lot to do with Payroll itself.
    - If the payroll run is earned in one month and paid in the next, then the journal entry associated with the BNK transaction code (debit Payroll Payable / credit Bank) will not be included on this printout. You may leave it for the next payroll run, or you may print this report again, using the next month fiscal end date to get the BNK transaction entries.

- Get distributions (REQUIRED if G/L is installed)
    - Enter the fiscal period ending date. If the payroll crosses months, you can complete in two phases.
    - Post journal entry (REQUIRED if G/L is installed)

When something goes wrong

The really wonderful thing about the Payroll module is that it was written so that processing is done in stages. If a problem should arise, you can recover one a stage at a time.

What you did	**Take a step back …**
Enter transactions & Multiple transactions	Change / delete transactions
Post transactions	Cancel posted transactions (This step creates payroll transactions with the sign opposite to the original payroll transaction. You must post these cancellation transactions)
Calculate deductions	Cancel previous calculations
Print checks for review	Cancel previous calculations
Anything after print checks	Restore from archive

Examples:

The cheques are printed for review and there is an error that affects all of the cheques (e.g. the cheque date is wrong)

- Cancel previous calculations with F1/F1 (all employees)
- Recalculate using the correct cheque date
- Print the cheques for review (all)

The cheques are printed for review and find an error for one employee (too many hours entered)

- Cancel previous calculations for that specific employee
- Cancel posted transactions for that specific employee
- Post the cancelled transactions
- Enter a new, correct time transaction
- Post the new time transaction
- Calculate deductions for that specific employee
- Print the cheque for review (only new cheques)

Cheques are printed and posted and then an error is discovered on one or more of the cheques
(or the cheques became irretrievably damaged during the printing phase)

- Go to Go to **PAYROLL → F2→ FILE UTILITIES → RESTORE ARCHIVED PAYROLL DATA.** The date and time of the last archive are displayed. This archive is taken when you choose the option to approve and print cheques.
- Reply Y to restore the data (after checking to make sure there hasn't been an archive "in between". If there has been an archive "in between", do not restore from the archive.).
- You are now at the Print cheques for review stage. Follow the instructions for making normal corrections and continue along for the rest of the process as normal.
- If the Journal entry process has already been done and interfaced to the GL before the error is discovered, you will have to calculate and interface as normal then either delete the entries before they are posted, or post them and then key and post a manual journal entry reversing the original posting. Which method is best is determined by whether or not the General Ledger amounts were affected by whatever error was corrected. When unsure, please call Samco Support

Chapter 6

Payroll Control Information

The values entered here determine the statutory deduction calculations made by the computer as well as other information which controls how your payroll system works. They must be changed as required by law. Normally it is necessary to make the changes once or twice a year.

If you purchase (as you should) program updates to your payroll, they will include the latest government deduction figures. If not, or should your update arrive late, you will need to update these figures manually. In any case, you would do well to verify that these figures are correct in accordance with each succeeding Machine Computations booklet as it is issued. For more information on keeping your payroll up-to-date see the front section of your manual.

The figures required for this portion of the system maintenance are taken from the booklet issued by Revenue Canada entitled "**Machine Computation Of Income Tax Deductions, Canada Pension Plan Contributions And Unemployment Insurance Premiums.**" This booklet is available from your district taxation office.

Companies whose employees are taxable in the province of Quebec, please refer to the booklet issued by the Ministere du Revenu, Gouvernement du Quebec entitled "**Source deductions and employer contributions (guide and tables)**" for the TPD1 exemption amount.

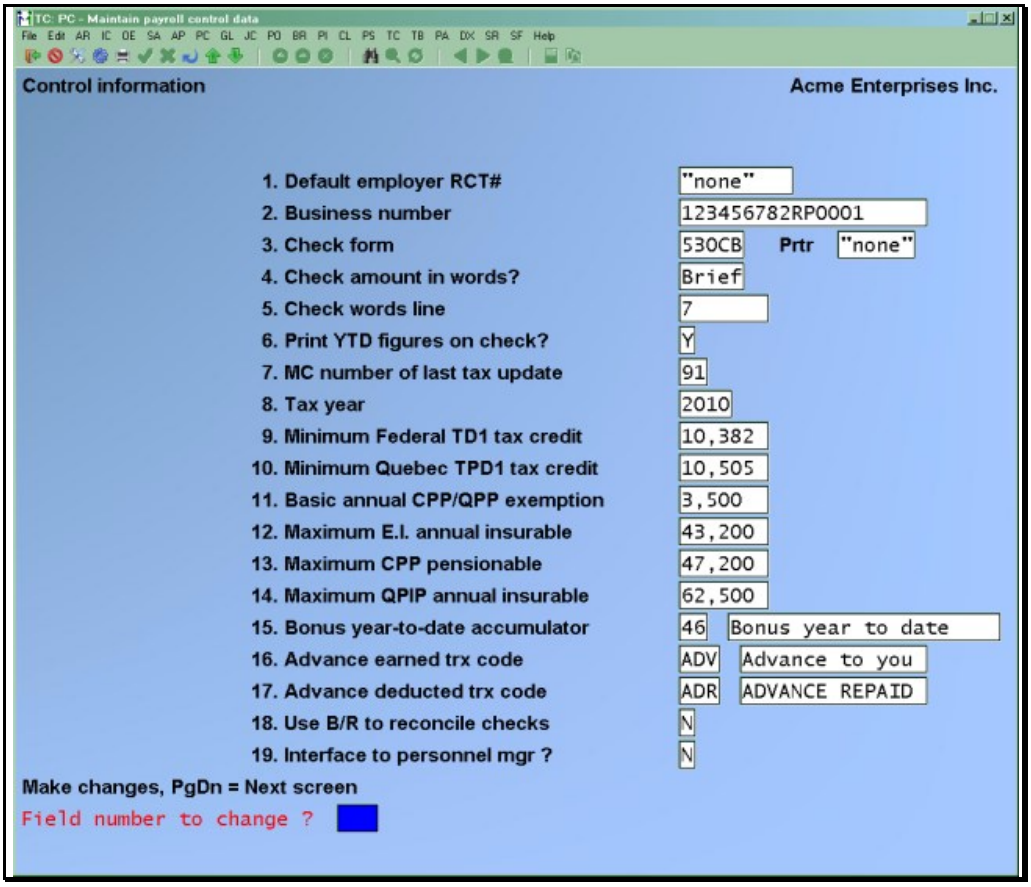
IMPORTANT NOTE: A "Setup mode ?" field is included in this function to determine whether or not to handle the direct depositing of payroll funds to the employee's bank account. This flag can be set to "Y" or "N" at any time should you wish to begin or suspend the use of the direct deposit feature

To Begin

To begin this function, select *Setup » Payroll control information* from the second page

of the Canadian Payroll main menu.

The following screen appears:


TC PC - Maintain payroll control data
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Control information
Acme Enterprises Inc.
1. Default employer RCT# "none"
2. Business number 123456782RP0001
3. Check form 530CB Prtr "none"
4. Check amount in words? Brief
5. Check words line 7
6. Print YTD figures on check? Y
7. MC number of last tax update 91
8. Tax year 2010
9. Minimum Federal TD1 tax credit 10,382
10. Minimum Quebec TPD1 tax credit 10,505
11. Basic annual CPP/QPP exemption 3,500
12. Maximum E.I. annual insurable 43,200
13. Maximum CPP pensionable 47,200
14. Maximum QPIP annual insurable 62,500
15. Bonus year-to-date accumulator 46 Bonus year to date
16. Advance earned trx code ADV Advance to you
17. Advance deducted trx code ADR ADVANCE REPAID
18. Use B/R to reconcile checks N
19. Interface to personnel mgr ? N
Make changes, PgDn = Next screen
Field number to change ?

1. Default employer RCT #

Enter your default employer RCT number or press **[F1]** to set this field to "none". This is the company Revenue Canada Taxation number that appears on the remittance form. If you have multiple RCT or business numbers, this will be the default available when setting up employees.

Effective in 1995, the RCT number has been replaced by a "business number" (see the next field). For this reason, you can set the employer RCT# field to "none" and enter your business number in the next field.

2. Business number

Enter your business number. The system will only accept a valid number. This is a two part number consisting of a 9 digit company ID and a 4 digit tax department number separated by the characters "RP".

[?] 3. Cheque form

Enter the default form ID of the cheque that you will be using. If you are not sure which cheque form you have, press **[Enter]** to leave this field blank for the time being. You can always come back later to change it.

(See the chapter titled *Forms* for more information on cheque forms.)

4. Cheque amount in words?

There are three options for the cheque amount in words:

Yes Print the dollar amount in full words(eg. **FIVE HUNDRED TWO AND 78/100 DOLLARS**). Depending on the amount, two lines may be needed.

No Do not print any amount in words. This will allow the cheques to be embossed.

Brief This is another style of printing the amount in words (eg. **502 dollars and 78/100**).

5. Cheque words line

Enter the line number on the cheque to print the cheque amount in words. If you answered **N** to the previous prompt this prompt will display **N/A**.

6. Print YTD figures on cheque

Enter **Y** or **N** to determine whether or not the YTD totals are to be printed on the bottom of the cheques.

7. MC number of last tax update

This field is updated with each semi-annual update.

8. Tax year

This field is updated with each semi-annual update.

9. Minimum Federal TD1 tax credit

Enter the basic federal tax credit figure for a single person with no dependents.

10. Minimum Quebec TPD1 tax credit

Companies whose employees are taxable in the province of Quebec, enter the basic personal net claim amount.

11. Basic annual CPP/QPP exemption

Enter the annual basic exemption amount.

12. Minimum E.I. annual insurable

Enter the maximum E.I. insurable earnings.

13. Maximum CPP pensionable

Enter the maximum CPP pensionable earnings.

14. Maximum QPIP annual insurable

This field cannot be changed. It is changed by each update.

15. Bonus year-to-date accumulator

The tax calculations have been enhanced to take advantage of the presence of an accumulator which has been reserved for holding the amount of taxable bonuses which have been paid so far this year. If such an accumulator is not set up, then previously paid bonuses will be extended with the regular earnings to estimate the yearly earnings when doing a new bonus tax calculation. This can place the tax calculation in a higher tax bracket than it would otherwise be, causing too much tax to be taken off of the new bonus.

You can press **[F1]** to default to accumulator 46.

[?] 16. Advance earned trx code

Enter the transaction code to be used for the payment of advances.

[?] 17. Advance deducted trx code

Enter the transaction code to be used for the repayment of advances.

The transaction codes for the payment of advances **(ADV)** and the repayment of advances **(ADR)** should be set up in transaction code maintenance. In the event that an employee's deductions exceed the net pay, the program will use the Advance earned transaction code here to advance the employee the amount needed to produce a zero cheque.

18. Use B/R to reconcile cheques ?

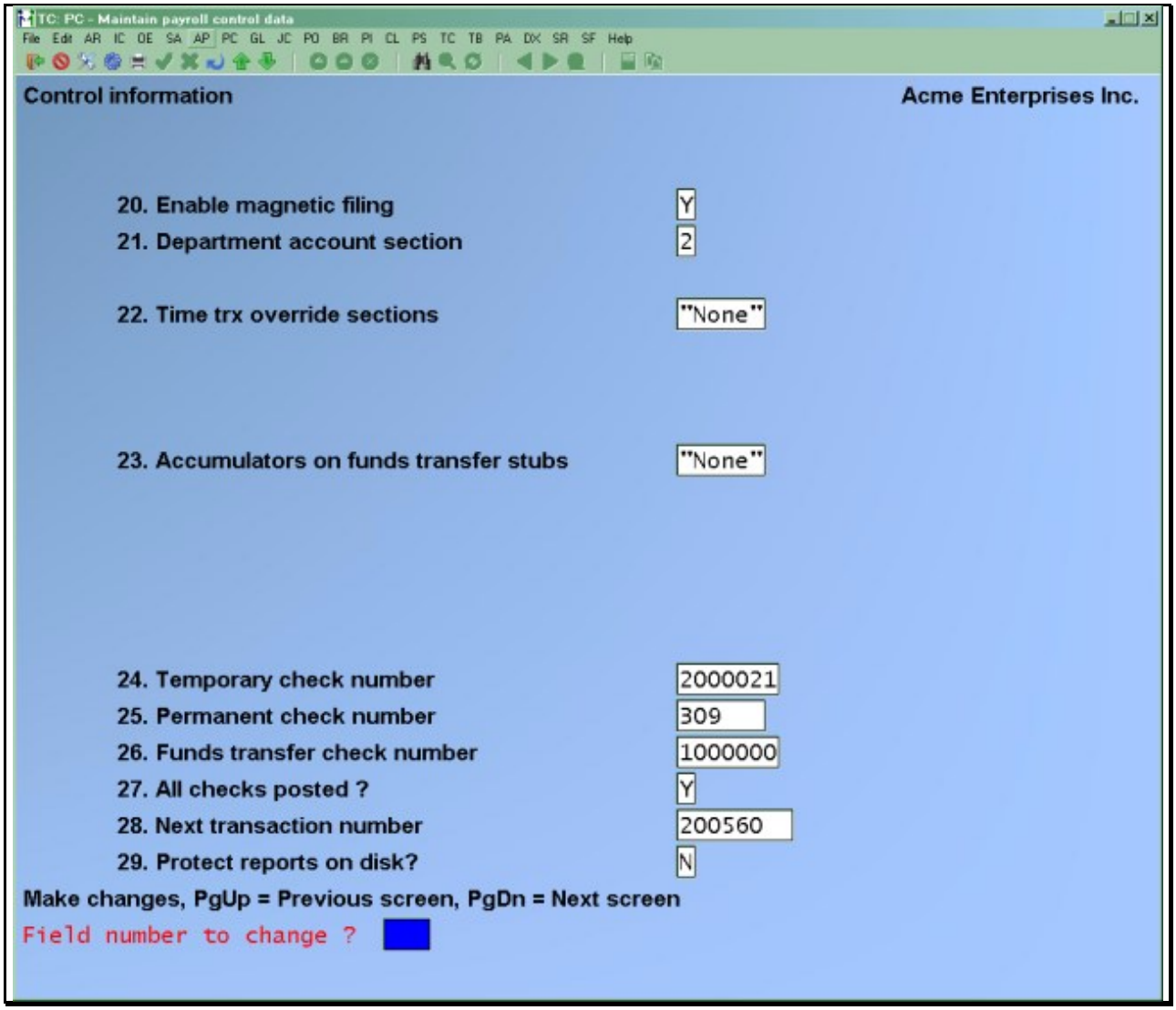
This flag controls whether the payroll's check reconciliation function will be used or not. If set to **Y** then the reconciliation function will not show on the menu, and check reconciliation must be done in the Bank Reconciliation module. If set to **N** then reconciliation will be on the menu and must be done locally to the Payroll package.

19. Interface to Personnel Manager

This flag controls whether the maintain employees function add mode will call the Personnel module's add function for extra employee information.

Make any necessary changes, or press **[Enter]** at "Field number to change ?".

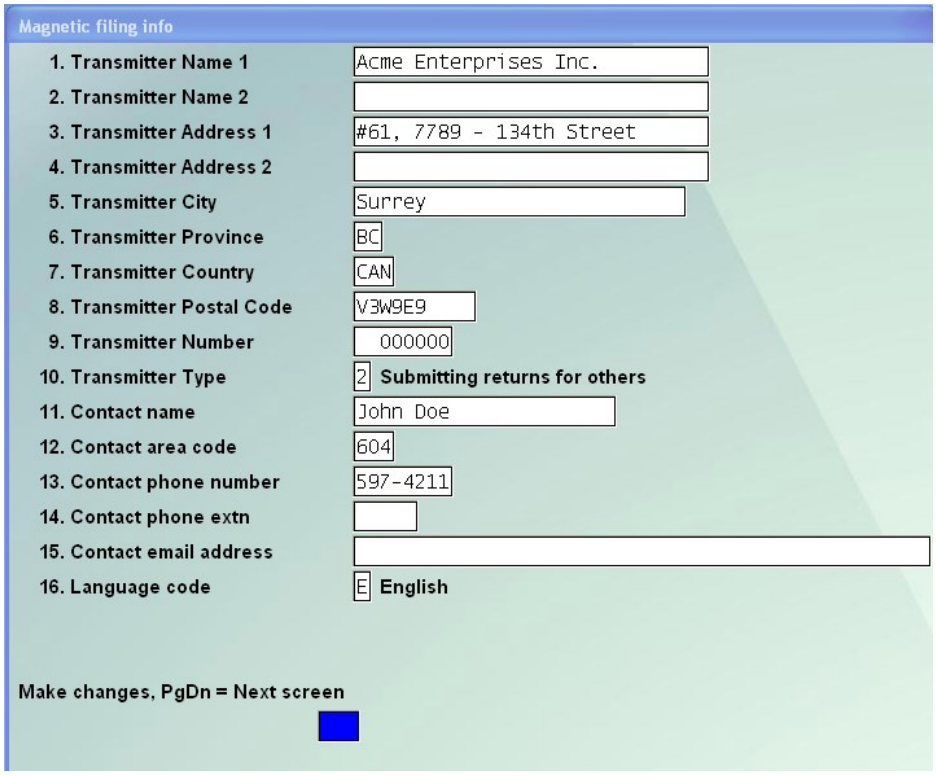
The second screen is displayed:


TC: PC - Maintain payroll control data
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Control information
Acme Enterprises Inc.
20. Enable magnetic filing
Y
21. Department account section
2
22. Time trx override sections
"None"
23. Accumulators on funds transfer stubs
"None"
24. Temporary check number
2000021
25. Permanent check number
309
26. Funds transfer check number
1000000
27. All checks posted ?
Y
28. Next transaction number
200560
29. Protect reports on disk?
N
Make changes, PgUp = Previous screen, PgDn = Next screen
Field number to change ?

20. Enable magnetic filing

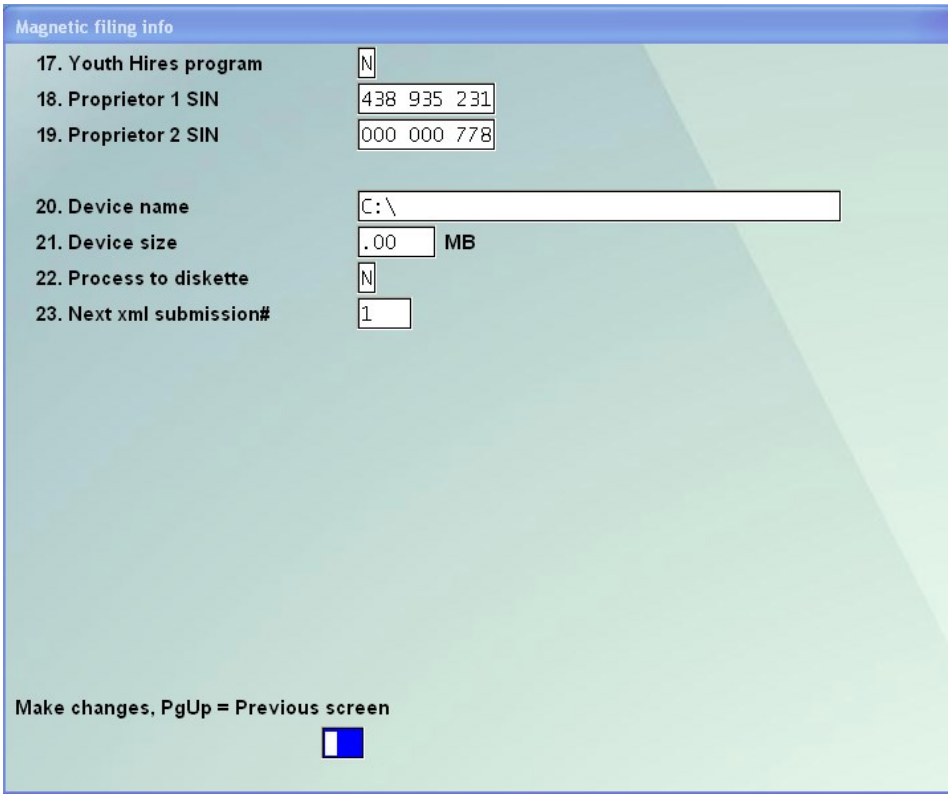
Answer **Y** if you want the system to generate the file for magnetic filing of T4 and T4A information.

If you answered **Y** to using magnetic filing, another screen appears:



This and the following screen are used for information required for inclusion in the file for magnetic filing. All of the fields on the first screen are self explanatory. Please refer to the magnetic filing instructions provided by the CCRA.

When editing is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". Another screen appears:



Enter the following information as it applies to the magnetic filing of T4/T4A information:

Youth Hires program

Answer **Y** if you subscribe to the Youth Hires program.

Proprietor 1 SIN
Proprietor 2 SIN

If subscribing to the Youth Hires program, enter the social insurance numbers of the proprietors.

Device name

Enter the device name to save the file to. Under Windows you have the option of pressing **[F1]** to save to the A:\ drive and directory.

By pressing **[Enter]** and leaving blank the file will be stored in the Samco root directory (usually C:\SSI under Windows or /usr/ssi under Linux / Unix).

Device size

Enter the size in megabytes of the device you are storing the file to. Leave blank if unlimited. Under Windows, if you set the device name to A:\ this field will default to 1.44MB.

Process to disk

Answer Y if you are processing the file directly to removable media.

Next xml submission #

This field is updated with each submission.

For more information on this see the chapters *Print T4 Slips* or *Print T4A Slips*.

21. Department account section

This is the number of the G/L account section which can be replaced by the employee's department code during journal entry calculations.

Leaving this field blank for a value of "none" means that the department will NOT replace any of the account number sections.

Whether or not the section indicated here gets replaced by the department number depends on whether this section of the account number in the transaction code is "wild-carded".

22. Time trx override sections

These are the numbers of the G/L account sections, other than that used by the department, which the user will be required to enter at time transaction entry.

The user may enter section numbers up to 2 fewer than the total number of sections in the account number. Thus, depending on how many account sections there are, one may enter anywhere from no override section numbers, to 3 override section numbers.

[?] 23. Accumulators on funds transfer stubs

This is a list of up to 5 accumulators which should be printed on the funds transfer stub. These will each print on a separate line, the accumulator description and the amount in the right most amount column.

Leave the first field blank to have no accumulators print on the stub.

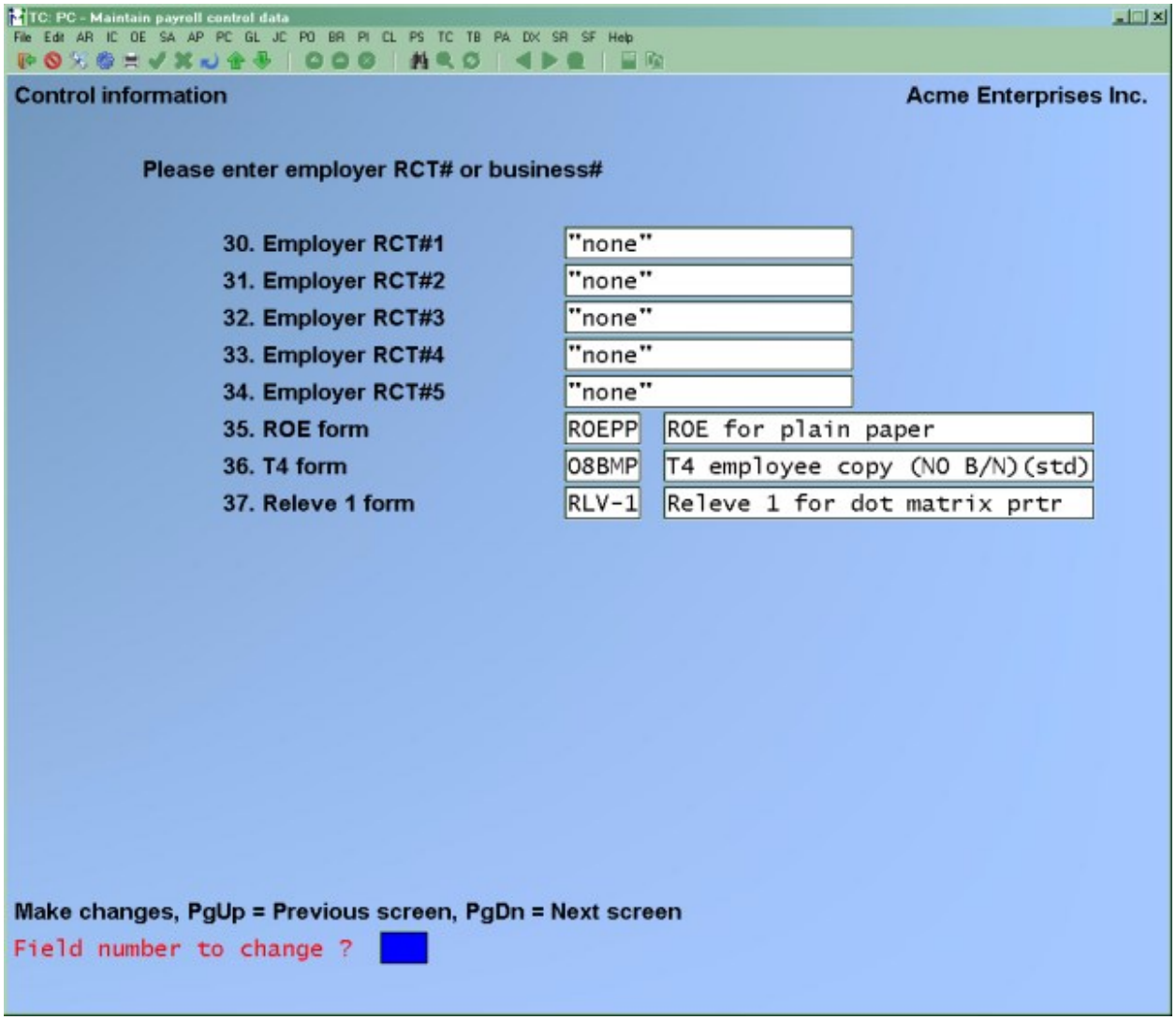
24. Temporary cheque number
25. Permanent cheque number
26. Print cheque number
27. All cheques printed ?
28. Next transaction number

These fields control the entry of transactions and printing of cheques and should never be changed without consultation with your dealer, or the Samco Support Department.

29. Protect reports on disk?

Enter **Y** if you want the Payroll reports printed to disk restricted to the ID of the person that created them.

When editing is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". A third screen is displayed:


TC: PC - Maintain payroll control data
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Control information
Acme Enterprises Inc.
Please enter employer RCT# or business#
30. Employer RCT#1
"none"
31. Employer RCT#2
"none"
32. Employer RCT#3
"none"
33. Employer RCT#4
"none"
34. Employer RCT#5
"none"
35. ROE form
ROEPP
ROE for plain paper
36. T4 form
O8BMP
T4 employee copy (NO B/N)(std)
37. Releve 1 form
RLV-1
Releve 1 for dot matrix prtr
Make changes, PgUp = Previous screen, PgDn = Next screen
Field number to change ?

Canadian Payroll supports the ability to print groups of T4 and T4A slips by employer RCT or business number. In order to handle this you need to select the RCT or business number that applies to each employee (see the chapter titled *Employee Data*) from either the list on this screen or the default employer RCT number from the first screen.

30. Employer RCT#1 / Business#1
31. Employer RCT#2 / Business#2
32. Employer RCT#3 / Business#3

33. Employer RCT#4 / Business#4
34. Employer RCT#5 / Business#5

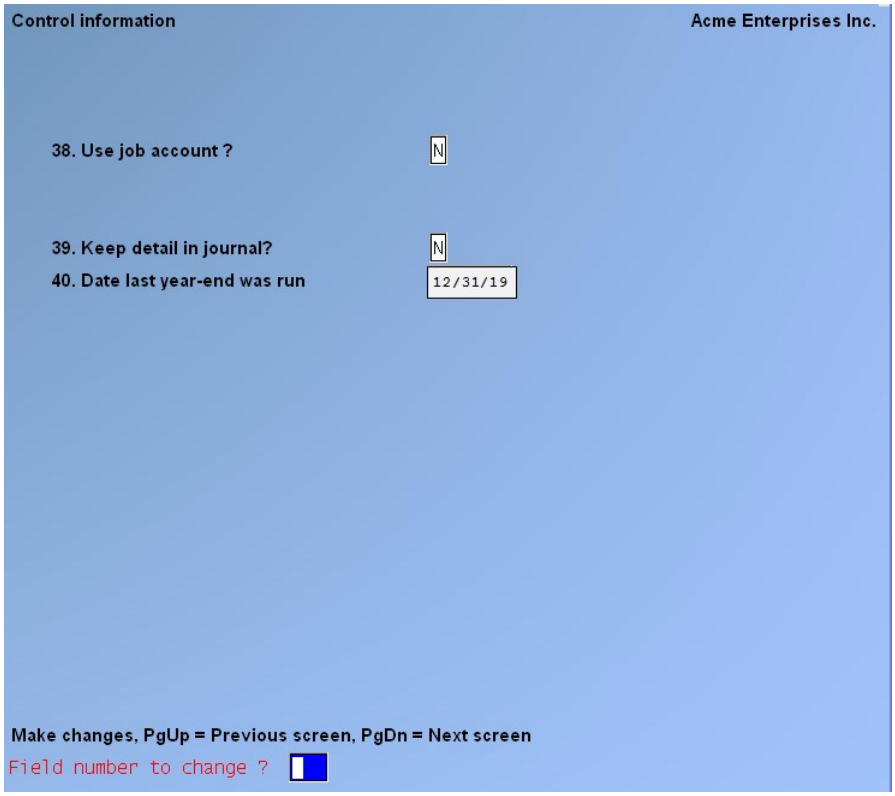
Enter up to 5 additional employer RCT #'s or business #'s. You can toggle each field independently between representing an RCT # and a business number by pressing **[F1]**

Please note that system will validate any RCT # entered, and will automatically calculate the BP extension for business numbers.

[?] 35. ROE form
[?] 36. T4 form
[?] 37. Releve 1 form

Enter the form ID used for the application government form. If you are unsure of which form ID you need, you can leave these fields blank and return to them later.
When editing is complete, make any necessary changes and press **[Enter]** at "Field number to change ?".

When editing is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". A fourth screen is displayed:



38. Use job account ?

(This field only applies if you are interfacing to Job Cost.)

Answer **Y** if you want earnings expenses distributed to the job's Work In Progress account

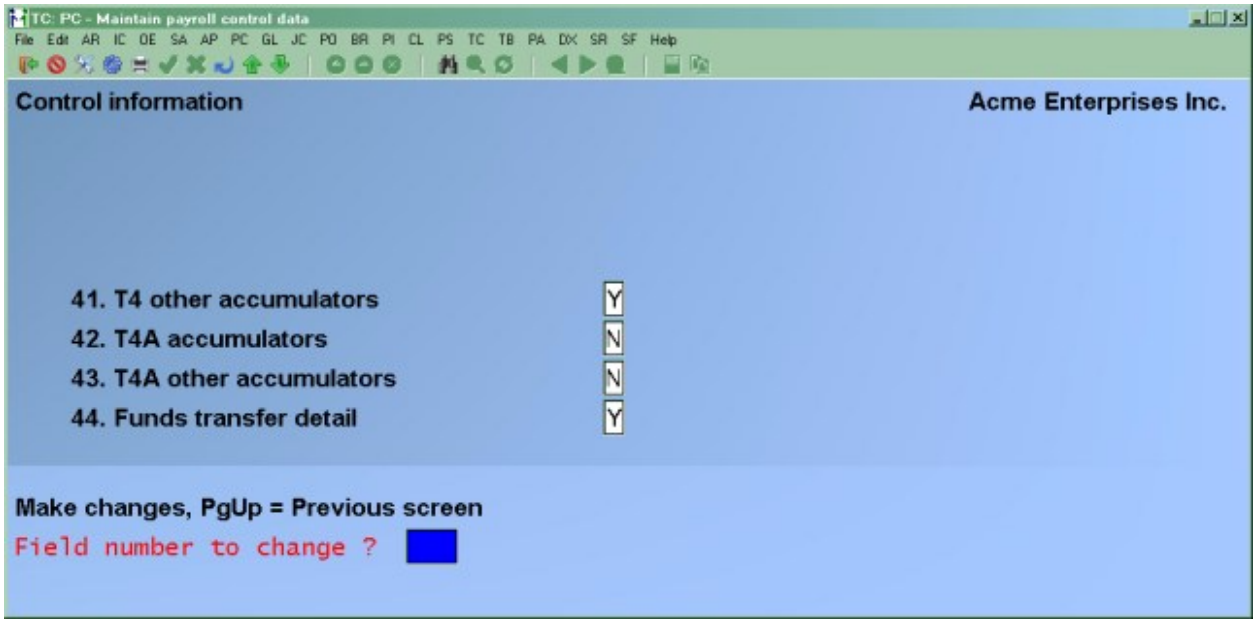
rather than the transaction code expense account.

39. Keep detail in journal ?
Answer Y if you want employee detail in the journal entry. Answer N if the information is to be summarized for each account number.

40. Date last year-end was run.

This field is updated by the year-end procedure.

When editing is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". A fifth screen is displayed:


TC: PC - Maintain payroll control data
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Control information
Acme Enterprises Inc.
41. T4 other accumulators
Y
42. T4A accumulators
N
43. T4A other accumulators
N
44. Funds transfer detail
Y
Make changes, PgUp = Previous screen
Field number to change ?

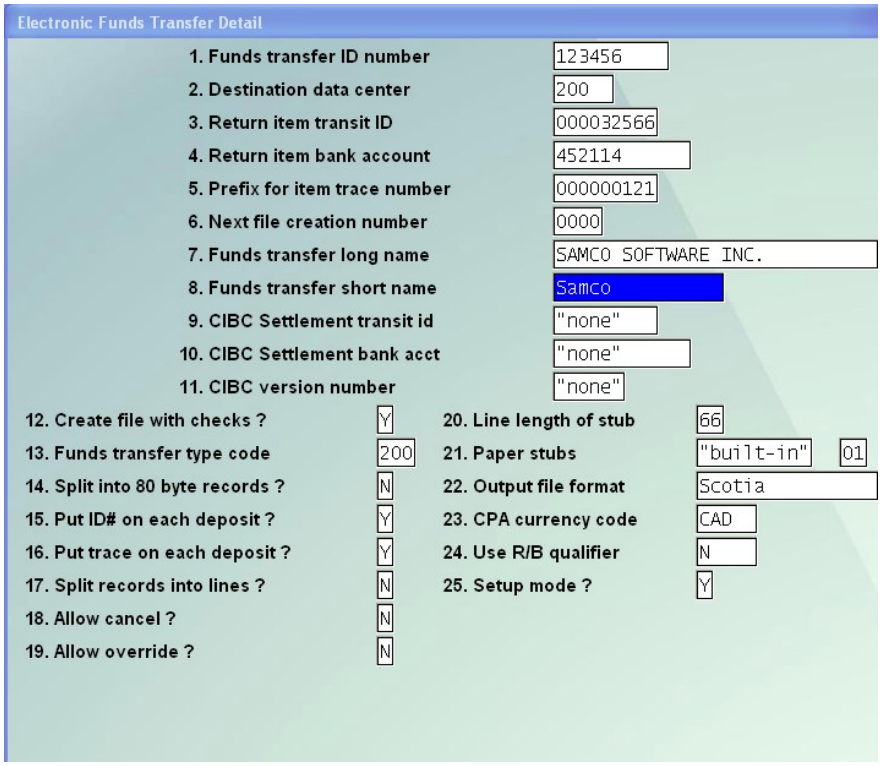
[?] 41. T4 other accumulators
[?] 42. T4A accumulators
[?] 43. T4A other accumulators

On this screen, enter the accumulators (see the chapter titled *Accumulators*) that correspond to the various boxes on the T4 slip. When editing is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". A fifth screen is displayed:

On this screen, enter the accumulators (see the chapter titled *Accumulators*) that correspond to the various boxes on the T4A form.

44. Funds transfer detail

If you answer Y, another window appears:


Electronic Funds Transfer Detail
1. Funds transfer ID number 123456
2. Destination data center 200
3. Return item transit ID 000032566
4. Return item bank account 452114
5. Prefix for item trace number 000000121
6. Next file creation number 0000
7. Funds transfer long name SAMCO SOFTWARE INC.
8. Funds transfer short name Samco
9. CIBC Settlement transit id "none"
10. CIBC Settlement bank acct "none"
11. CIBC version number "none"
12. Create file with checks ? Y
13. Funds transfer type code 200
14. Split into 80 byte records ? N
15. Put ID# on each deposit ? Y
16. Put trace on each deposit ? Y
17. Split records into lines ? N
18. Allow cancel ? N
19. Allow override ? N
20. Line length of stub 66
21. Paper stubs "built-in" 01
22. Output file format Scotia
23. CPA currency code CAD
24. Use R/B qualifier N
25. Setup mode ? Y

This screen is used to set up the funds transfer (direct deposit) feature of the Canadian Payroll package.

Funds transfer ID number
This is your customer ID with the institution which will do the actual funds transfer for you based on the information provided to them in the EFT transmission file. This is a 10 character alphanumeric field. If left blank, then electronic transfers will not be used in this company and all the remaining fields on this screen will be set to "n/a".

Destination data centre
This is a 5 digit numeric field. This number is the unique identification number for the institution which you will send the transfer file to.

Return item transit ID
This is a 9 digit numeric field. This holds the home branch transit number to which returned items will be directed.

Return item bank account
This is a 12 character alphanumeric field. This holds the home branch bank account number to which returned items will be directed.

Prefix for item trace number
This is a 9 digit numeric field. It is actually a combination of two pieces of data, the 4 digit id number for the document processing centre, and the 5 digit allocated data centre id number for the document processing centre.

Next file creation number

This is a 4 digit numeric field. It should be set to a value of one during initial setup. The creation of transfer files will automatically update this field.

Funds transfer long name
This is a 30 character alphanumeric field which will hold the long form of your company's name as used in the EFT transmission file produced.

Funds transfer short name
This is a 15 character alphanumeric field which will hold the short form of your company's name as used in the EFT transmission file produced.

Settlement transit ID
(Valid only if you are sending the EFT file to the CIBC.)
Enter the CIBC settlement transit ID code.

Settlement bank account
(Valid only if you are sending the EFT file to the CIBC.)
Enter the CIBC settlement bank account number.

CIBC version number
(Valid only if you are sending the EFT file to the CIBC.)
This is a number which will be put in the transfer file for transmitting to the CIBC. If you are not a CIBC client, press **[Enter]** to set this field to "none". As of January 1995 the only valid entry is **1**.

Create file with checks ?
When set to **Y** the EFT transmission file is automatically produced whenever a computer check run is processed. When set to **N** the EFT data is still computed and put into the funds transfer data file, but the transmission file is not created. When set to **N** the EFT transmission file must be created using the *Process funds transfer* function, at the user's choice.

Funds transfer type code
This is a 3 digit numeric field which indicates the type of transaction which is taking place. The default for this field is 200, which indicates a standard payroll deposit.

Split into 80 byte records
Enter **Y** for if your bank requires that the transmission file be split into 80 byte records.

Put ID# on each deposit
Enter **Y** if your bank requires that the funds transfer id number be placed on each deposit record created.

Put trace on each deposit ?
Answer **Y** if you want a trace ID attached to each EDT transaction.
A trace number is a unique identifier for each transaction which can be assigned either by the banking institution or by the Payroll system at time of file creation.
If the banking institution provides its own trace number, this is handled either by their

import software (provided by the bank) or by their data processing centre.

The Payroll system trace number uses the following format:

- Prefix
- File creation number
- Transfer ID #
- Sequence number

NOTE: For the Bank of Montreal this flag should be set to **N**

Split records into lines ?
Answer **Y** if you want the records in the EDT file split into individual lines. If your institution reads the records in as one long contiguous record answer **N**.

Allow cancel ?
When the *Allow cancel (of funds transfer) ?* flag is set to Y, then a direct deposit 'check' can be cancelled in the exact same manner as a normal computer check. The employee number, check date, check amount and check number must match before the 'check' can be cancelled.

This does NOT alter the contents of the PCFTxxxx.DAT file – this function is to be used AFTER the financial institution has removed or rejected an entry.

Allow override ?
When the *Allow funds transfer over-ride ?* flag is set to Y, there is a flag that appears at the time of check/direct deposit processing – *Process funds transfer as checks?* If Y, then no funds transfer will take place – a normal check will be printed and processed.

These two flags (Allow cancel? and Allow override?) work independently of each other.

Line length of stub
Enter the number of lines on your payroll stub for automatic deposit employees only if you have a custom stub. If you are using the stand stub format, press **[Enter]** to default to "n/a".

Paper stubs/Printer
Enter the form to be used for paper direct deposit stubs for employees.
Enter the printer # for direct deposit stubs.

Output file format
Press **[Enter]** to default to the CPA file format for the EFT file, **1** to use the Royal Bank file format, **2** for the Toronto Dominion Bank format, **3** for the National Bank CPA format, **4** for CIBC, or **5** for the Bank of Nova Scotia.

CPA currency code
When using the CPA format enter the 3 letter code corresponding to the currency of payment. You can press **[F1]** for the default of **CDA**.

Use R/B qualifier?
Answer **Y** to use the Royal Bank qualifier.

Setup mode ?
Answer **Y** to this question if any one of the following criteria apply to your situation:

1. You are planning on direct deposit in the future, and want to be able to set up your employee bank accounts now and still generate payroll cheques.
2. You do not need any form of direct deposit support.
3. You have a large number of employees and will be providing direct deposit services once everyone is set up.

If you set this field to **N**, any employee with their bank information set up in the *Maintain employee data* function, will have a record created for the EFT file, a payroll stub printed, but no payroll cheque generated.

When editing is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". Another screen appears:

Chapter 7

Departments

The term "department" is used within the payroll system to signify cost centres. For most companies the cost centre is termed a department, but other terms frequently used are - jobs, branches, divisions, etc.

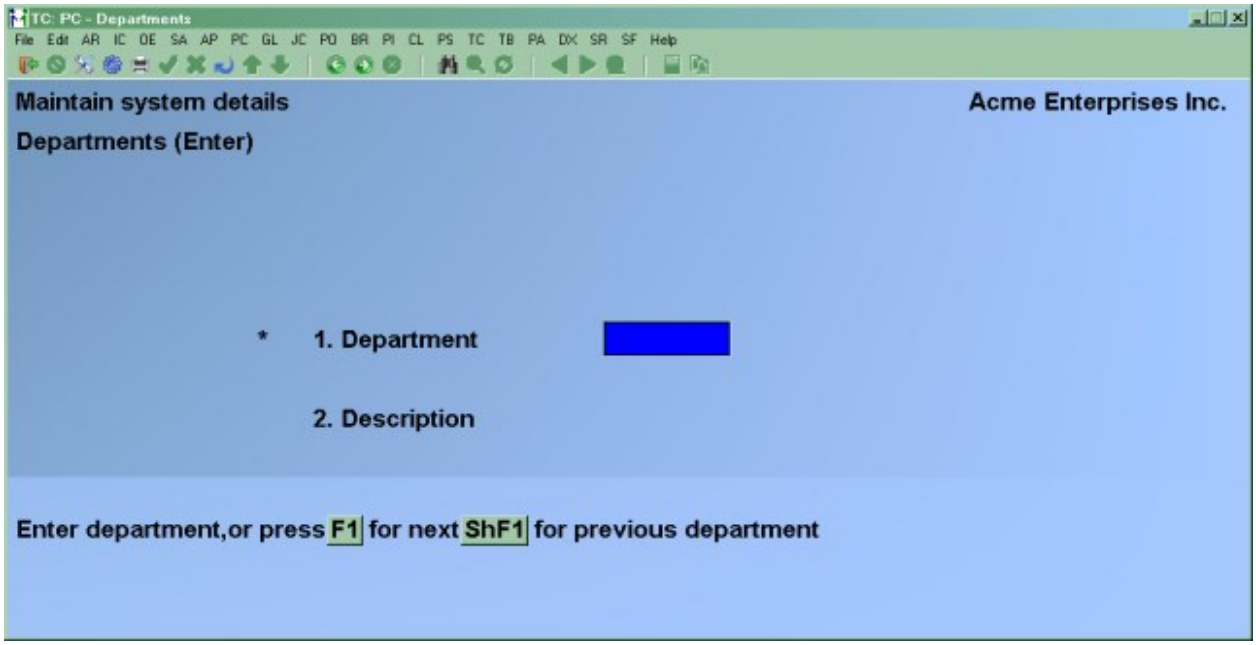
Wage expenses are charged to the department specified by the operator. Benefit expenses and computer generated deductions are allocated to departments if the correct transaction code procedure is followed.

The departments entered here are the only departments which may be referenced by other programs.

Department 00000000 indicates that departments are not used in the payroll system. It will exist only if no other departments have been established by the operator.

To Begin

From page 2 of the Canadian Payroll main menu, select *Setup* » *System details* » *Departments* » *Enter*. From the screen displayed you can add new departments, or change and delete existing departments.


TC: PC - Departments
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Maintain system details
Acme Enterprises Inc.
Departments (Enter)
* 1. Department
2. Description
Enter department,or press F1 for next ShF1 for previous department

Enter the data as follows:

[?] 1. Department

Enter an ID to indicate the code for the department. If the code is already on file, the department will be displayed for you to either change the description or delete the department code all together.

To delete a code, simply enter the code of the department you wish to delete and press **[F3]**.

***** CAUTION: Each employee can be assigned to a department. Be sure that the department(s) you delete have not already been assigned to employees.**

2. Description

Enter a description by which the department can be easily distinguished from all others.

When editing is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". Press **[Tab]** at the first field to exit from this function.

Print department list

From page 2 of the Canadian Payroll main menu, select *Setup » System details » Departments » Print*. The printer select window appears for you to choose which printer to send the document to.

Building business and technology relationships.

Chapter 8

Groups

Group is the term used by the payroll system to classify employees who have similar deductions and benefits. Each classification is determined by the facts of your payroll.

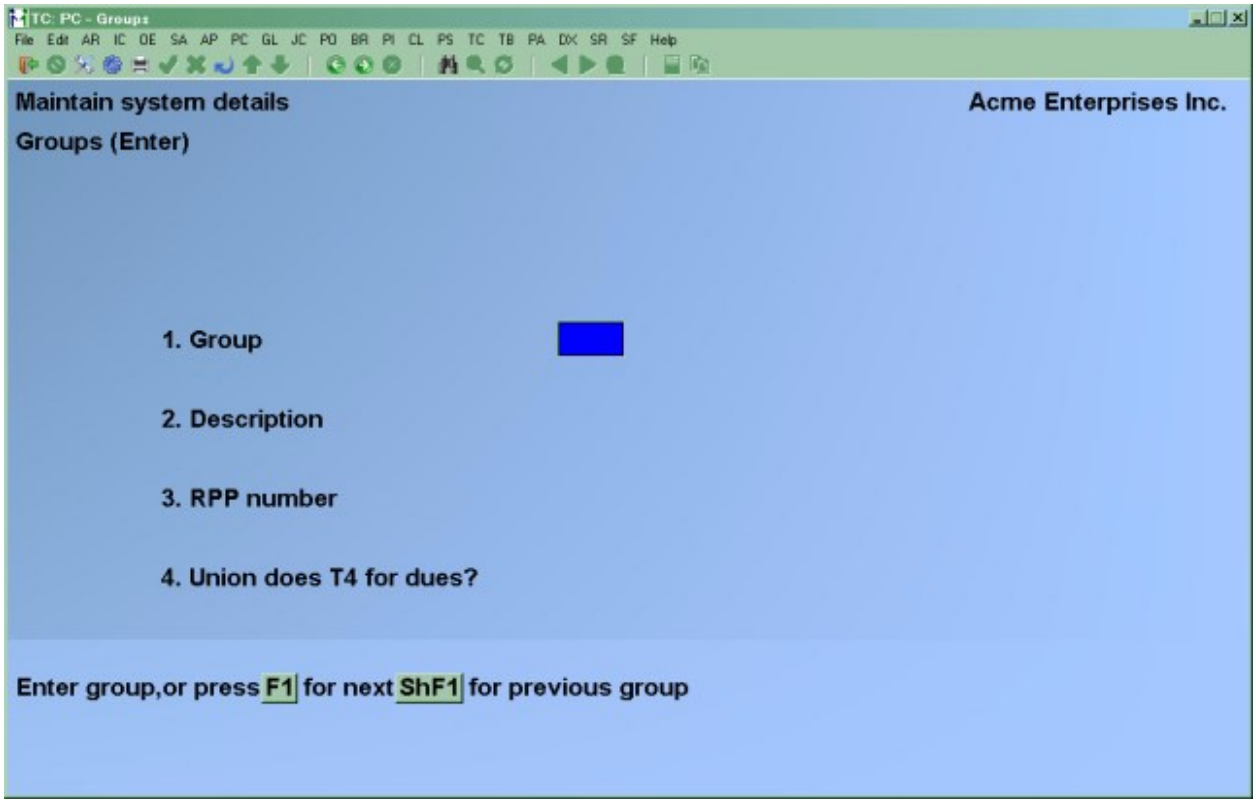
Do you need groups? If you can answer "No" to each of the following questions, the answer is probably no. However, you will still need to set up at least **one** group for your company in order to set up employees.

1. Do I have more than one union?
2. Do I have union and non-union staff?
3. Do some employees have different deductions than other employees?
4. Do some employees receive company benefits that others do not? (e.g. management and clerical)
5. Is there a probationary period before any benefits or deductions begin?

The group number is used to determine the correct transaction amount when two or more groups have the same transaction code but different methods of calculation.

To Begin

Select *Setup* » *System details* » *Groups* » *Enter* from page 2 of the Canadian Payroll main menu. The following data entry screen appears:


TC: PC - Groups
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Maintain system details
Acme Enterprises Inc.
Groups (Enter)
1. Group
2. Description
3. RPP number
4. Union does T4 for dues?
Enter group,or press F1 for next ShF1 for previous group

Enter the data as follows:

[?] 1. Group

Enter a number from 0001 to 9999 to identify the group. If you enter the number of an existing group, the group's information will appear for you to change or delete.

To delete a group press the **[F3]** key and press **[Enter]** to confirm.

***** CAUTION: Transaction codes and employees can be assigned a group. Be sure that the group(s) you delete has not already been assigned in a transaction code or employee record.**

2. Description

Enter a description by which the group can be easily distinguished from all others. You are allowed up to 30 alphanumeric characters.

3. RPP number

The RPP (Registered Pension Plan) number is the government assigned number for company pension plan deductions. It is entered on the T4 slip in the appropriate space. If no plan exists, skip this field by pressing **[Enter]**. You are allowed up to 10 alphanumeric characters.

4. Union does T4 for dues?

Enter **Y** if the union will issue a receipt for union dues directly to the employee. The dollar amount in accumulator number 6, Union Dues, will not print on the T4.

Enter **N** if the union will not issue a receipt for union dues directly to the employee. The dollar amount in accumulator number 6, Union Dues, will print on the T4.

When editing is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". Press **[Tab]** at the first field to exit from this function.

Printing a Group List

Select *Setup* » *System details* » *Groups* » *Print* from page 2 of the Canadian Payroll main menu. The printer select window appears for you to choose which printer to send the document to.

Building business and technology relationships.

Chapter 9

Occupations and Wages

Every employee must have an occupation code, which determines the following about the employee:

1. Job description on master record
2. Whether the employee is a salaried or hourly staff member
3. The wage rate or how to calculate same
4. Standard hours in a work week

At a minimum, the system should have two occupation codes, one for hourly staff and one for salaried staff.

Salaried staff

Each member of the salaried staff will have their annual salary entered on their respective master record. To determine an hourly rate for deductions or overtime earnings the computer will perform the following calculation:

Per hour rate = Annual salary / (52 X number of hours per week)

If you wish to override this calculation for hourly rate on salaried positions, enter the new rate in the rate per hour column.

***** WARNING *****

This rate will be used in ALL wage rate computations affecting employees assigned this occupation code.

NOTE: When entering transactions for salaried employees, if no standard hours per work week are entered here, units which are U.I. insurable hours MUST be entered in the salary transaction in order to have U.I. insurability correctly reported for Record of

Employment purposes.

Hourly staff

The wage rate entered here applies to all employees who are assigned the same occupation code. This is particularly effective for structured payroll systems, such as union contracts where contract changes can be made in one place for the whole organization.

For companies with a less structured system, there are two alternatives:

1. Enter an hourly rate on each employee's master record
2. Enter various hourly rates here in occupations & wages

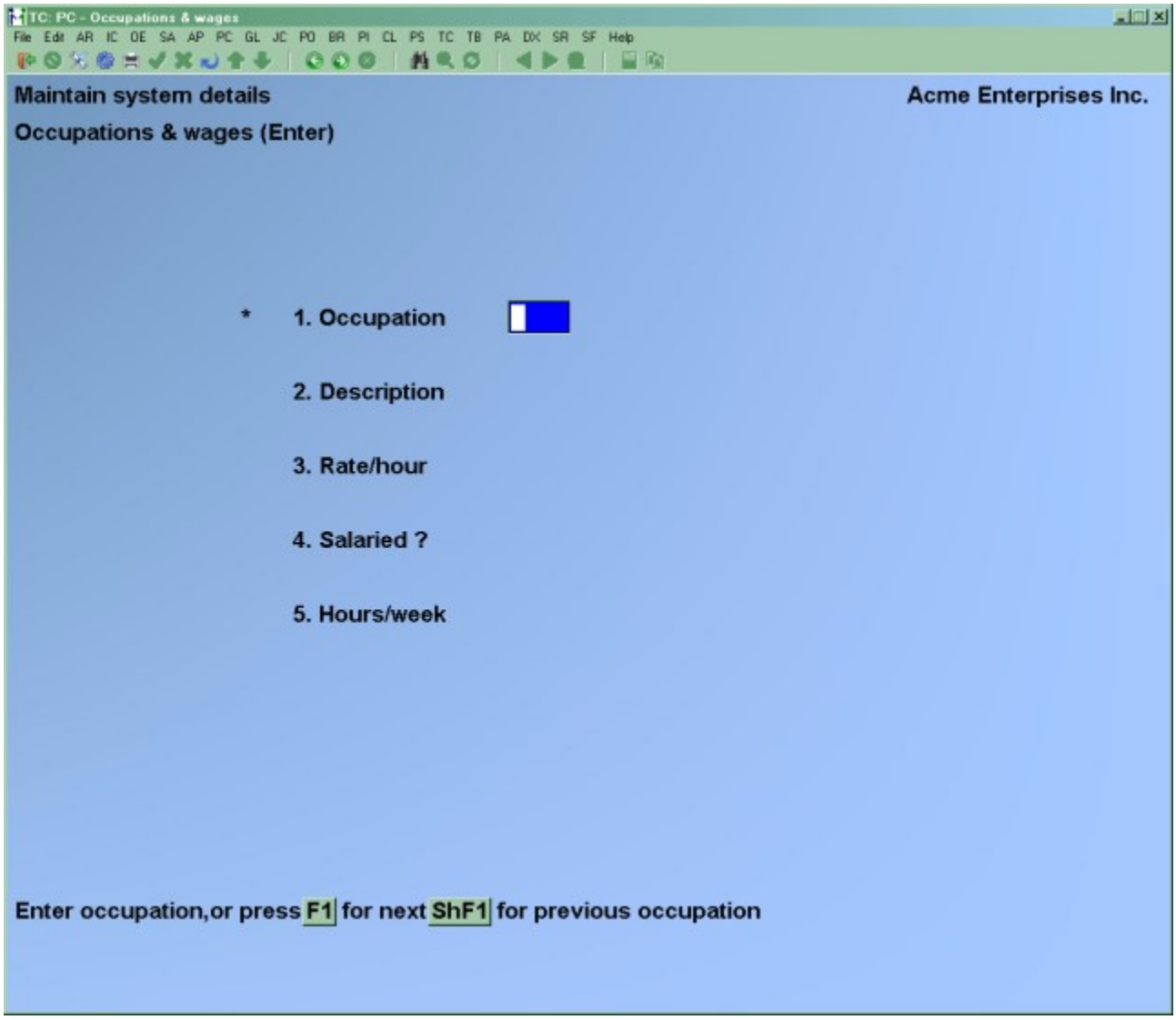
The first alternative should only be used if an employee is always paid at one base rate and NEVER gets paid at a different one. (The only exceptions being those which are defined according to this base rate, i.e. overtime, double time, shift premiums, etc.) The second alternative offers greater flexibility when paying employees.

The following table shows how wage rates are determined for use in the payroll system:

Wage Rate	Salary	Annual Salary	Hourly Rate
Zero	Y	Non-zero	Calculated as salary (X # of hours per week)
Zero	N	Zero	Enter by operator
Non-zero	Y	Non-zero	Per occupation code data
Non-zero	N	Zero	

To Begin

From page 2 of the Canadian Payroll main menu select *Setup » System details » Occupations and wages » Enter*. The following data entry screen appears:


TC: PC - Occupations & wages
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Maintain system details
Acme Enterprises Inc.
Occupations & wages (Enter)
* 1. Occupation
2. Description
3. Rate/hour
4. Salaried ?
5. Hours/week
Enter occupation,or press F1 for next ShF1 for previous occupation

From this screen you can add codes, and change or delete existing codes. Enter the data as follows:

[?] 1. Occupation

Enter a number from 1 to 9999 to indicate the code of the occupation.
If the code you enter is already on file you can change the information displayed or press **[F3]** to delete the code.

***** CAUTION: Each employee can be assigned an occupation code. Be sure that the occupation code(s) you delete have not already been assigned to employees.**

2. Description

Enter a description by which the occupation can easily be distinguished from all others.

3. Rate/hour

Enter the rate per hour for this occupation. You may enter 3 digits after the decimal point, taking the rate to a tenth of a cent. The rate is normally zero for salaried staff.

4. Salaried?

Default is **N**. Enter **Y** for salaried employees. Press **[Enter]** for non-salaried.

5. Hour/week

Enter the normal hours per week worked for salaried positions.

Hours entered for a non-salaried position are accepted but not used by the system. You may enter 2 digits after the decimal point. The maximum is 49 hours

When editing/entry is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". Press **[Tab]** at the first field to exit from this function.

Print occupation code list

From the *Occupations & Wages* sub-menu select *Print*. The printer select window appears for you to choose which printer to send the document to.

Building business and technology relationships.

Chapter 10

Status Codes

This function is used to set up codes that indicate which employees are eligible to be paid at any time. These codes are determined by your individual requirements. Each code is one character in length, ranging from 0 (zero) to Z. For greater convenience the code selected should be meaningful. Some examples of these may be:

F Full - time
P Part - time
L Laid - off
T Terminated

If you intend to print the record of employment (ROE) form using the payroll system, the letters A to M should be used for the same termination reasons as the boxes on the ROE form. That is:

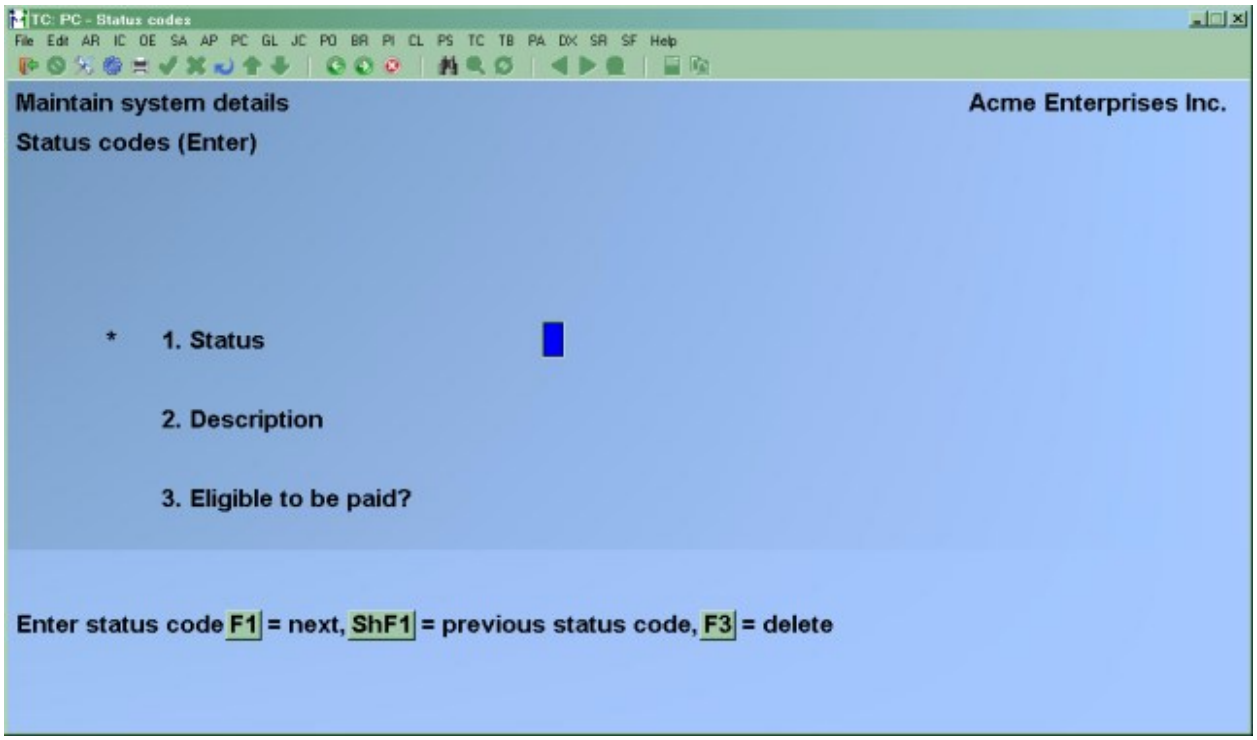
A Shortage of work
B Strike or lockout
C Return to school
D Illness or injury
E Quit
F Pregnancy
G Retirement under age 65
H Work Sharing
J Apprentice training
L Age 65
M Dismissal
N Leave of Absence
K Other

Only employees with status codes established as "eligible to be paid" can be paid or have

transactions entered in preparation for payment. These employees are considered active. All other employees are said to be inactive.

To Begin

From page 2 of the Canadian Payroll main menu select *Setup* » *System details* » *Status codes* » *Enter*. The following data entry screen appears:


TC: PC - Status codes
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Maintain system details
Acme Enterprises Inc.
Status codes (Enter)
* 1. Status
2. Description
3. Eligible to be paid?
Enter status code F1 = next, ShF1 = previous status code, F3 = delete

From this screen you can add, change or delete codes. Enter the data as follows:

[?] 1. Status

Enter a character in the range of 0 to 9 or A to Z. If the code you enter is already on file you can change the information displayed or press **[F3]** to delete the code.

***** CAUTION: Each employee is assigned a status code. Be sure that the code(s) you delete have not already been assigned to employees.**

2. Description

Enter a description by which the status can easily be distinguished with the code. You may enter up to 30 alphanumeric characters.

3. Eligible to be paid?

Default is **Y**. Press **[Enter]** to accept default, or press **N**.

Print status code list

From the *Status codes* sub-menu select *Print*. The printer select window appears for you to choose which printer to send the document to.

Building business and technology relationships.

Chapter 11

Accumulators

Accumulators are totals maintained in the system for tracking things like benefits, employee loans, union contributions etc.

Each accumulator is assigned a three digit code (from 1 to 999). These codes then appear in each employee's record, and are automatically handled when a payroll transaction occurs based on the criteria you define in this section.

For convenience and tax purposes, the system is equipped with 54 predefined accumulators (the remaining, 56 to 999, are user definable):

01	Housing, board & lodging - tax
02	Travel in prescribed area - tax
03	Company car use - taxable
04	Low interest loan - taxable
05	Other benefits - taxable
06	Union dues
07	Other income - PQ box J
08	DPSP contributions
09	Charitable donations
10	RRSP contributions
11-30	User defined
31-35	User defined and system maintained accruals and receivables
36	Gross taxable income
37	CPP contributory income
38	EI insurable income
39	Commission income
40	CPP/QPP deductions
42	EI premiums
43	Federal income tax
44	Quebec income tax

45 Registered pension plan deductions
46 Bonus year to date
47 Insurable hours
48 EIC Employer's portion
49 CPP Employer's portion
50 QPIP Premium
51 QPIP Employer's portion
52 QPIP Insurable
53-55 Reserved by the system
56-999 User defined

The user defined accumulators may be used to accumulate either units or dollars. The system maintained accumulators, 01 to 10 and 36 to 49, will only accumulate dollars.

The user accumulators can be added to at three different times:

Time	**Normal data type**
1. Transaction entry	Earnings and taxable benefits
2. Cheque writing	Deductions
3. Journal entry preparation	Benefits

The system maintained accumulator values are increased as follows:

Time	**Accumulators**	**Item**
Trx Entry	01 to 05	Taxable benefits
	31 to 35	Accruals & receivables
	36 and 40	Taxable benefits
Cheque Writing	06 to 10	T4 data
	36 to 39	T4 income data
Cheque Writing	41 to 46	T4 deduction data
Journal entry	31 to 35	Benefit accruals only
Anytime	56 to 999	

An accumulator may show the value of one transaction, (e.g. Canada savings bonds deduction) or several transactions may be added into one accumulator. For example, hours paid might consist of the total hours for:

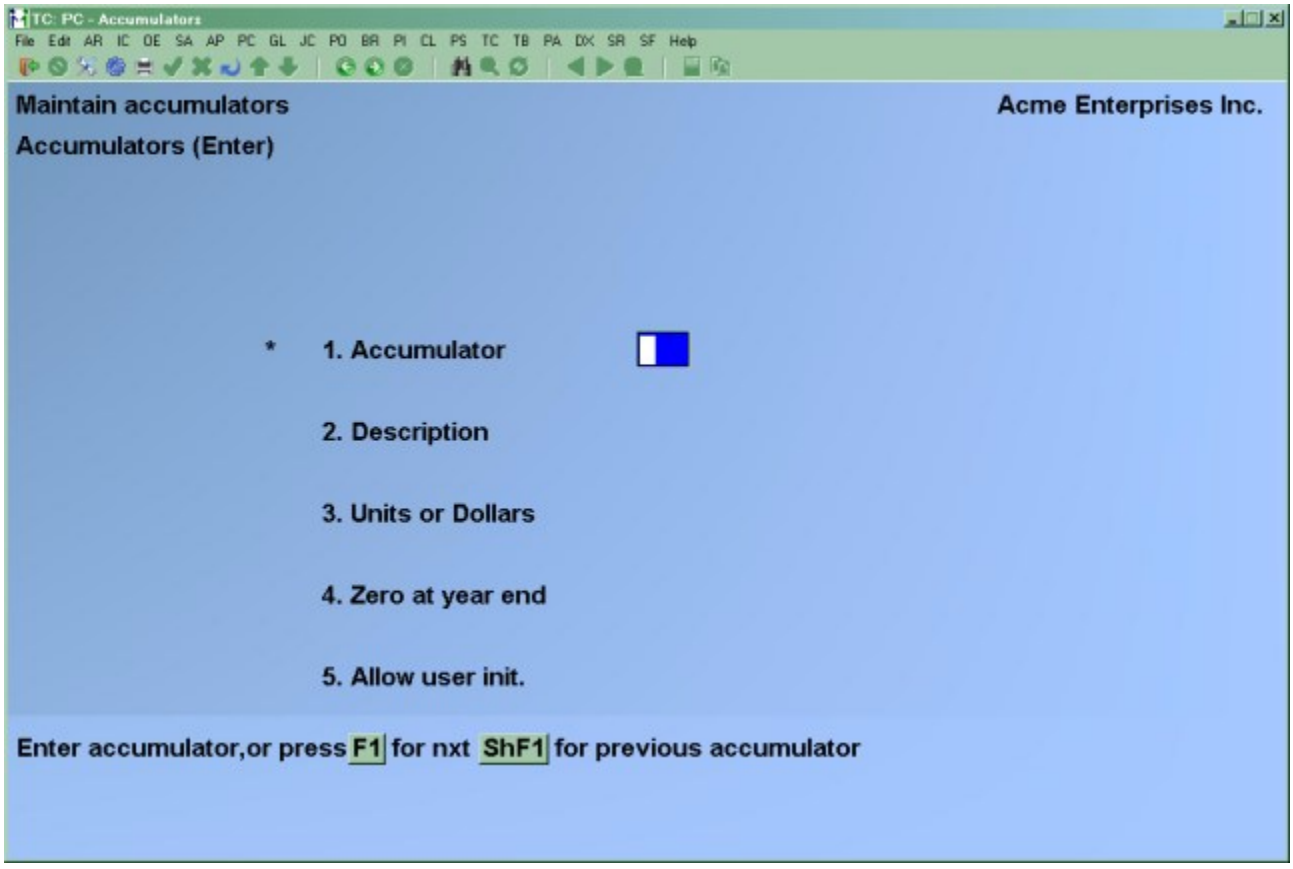
1. Regular time
2. Overtime
3. Statutory time
4. Travel time

The decision as to which transactions are added into an accumulator is made in transaction code maintenance.

Before you can add to an accumulator, it must have a name and it must be established whether the computer is to add units or dollars, i.e. it must be set up here.

To Begin

From page 2 of the Canadian Payroll main menu select *Setup* » *System details* » *Accumulators* » *Enter*. The following data entry screen appears:


TC: PC - Accumulators
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Maintain accumulators
Acme Enterprises Inc.
Accumulators (Enter)
* 1. Accumulator
2. Description
3. Units or Dollars
4. Zero at year end
5. Allow user init.
Enter accumulator,or press F1 for nxt ShF1 for previous accumulator

From this screen you can add, change or delete accumulators. Enter the data as follows:

[?] 1. Accumulator

Enter a number from 11 to 35 or 56 to 999 to indicate the code of the accumulator. Note that although accumulators 1 to 10 and 36 to 55 exist, their descriptions, etc. are fixed by the system and may not be changed.

If the code you enter is already on file you can change the information displayed or press **[F3]** to delete the code.

***** CAUTION: Payroll transaction codes and employee records may interact with the user definable accumulators you have set up. Be sure that the accumulator(s) you**

delete have not already been assigned to employees or payroll transactions codes.

NOTE: The predefined accumulators set by the system cannot be deleted -- they are permanent.

2. Description

Enter any description you choose to use.

3. Unit or Dollars

Enter **D** to accumulate dollars or **U** to accumulate units.

4. Zero at year end

Answer Y if you want the accumulator set to 0 as part of the year end process. Certain accumulators are annual in nature (such as those printed on the T4's) while others are retained until cleared out manually (such as holiday pay, or accounts receivable).

5. Allow user init.

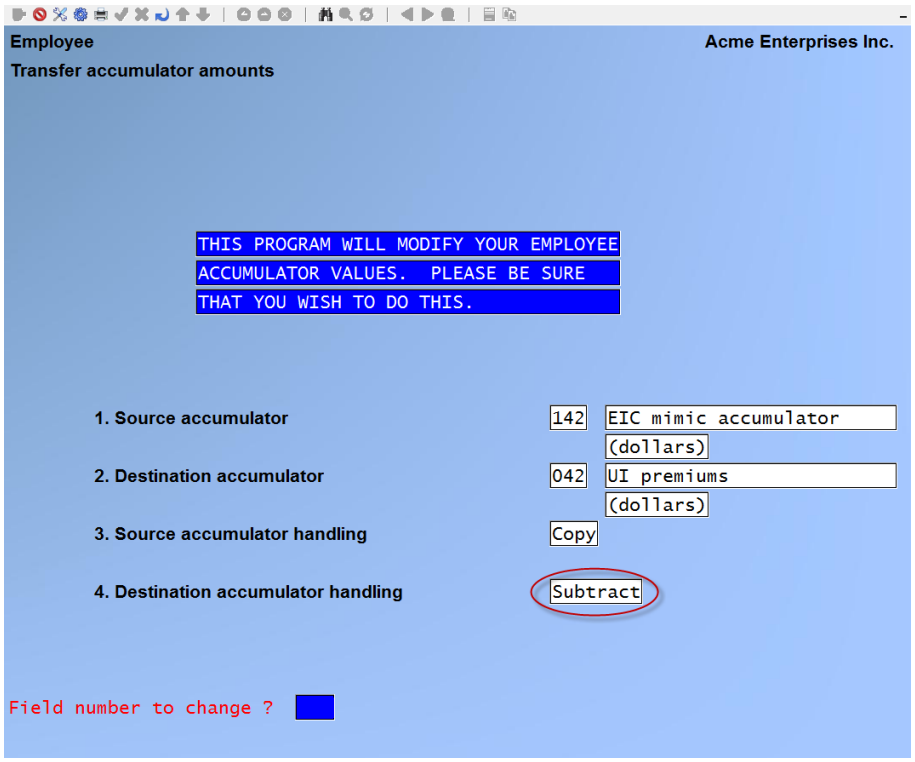
Answer **Y** if the accumulator can be initialized using the *Year end » Initialize accumulators*.

When editing/entry is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". Press **[Tab]** at the first field to exit from this function.

Transfer Accumulator Amounts

Go to **PAYROLL → EMPLOYEES → TRANSFER ACCUMULATOR AMOUNTS**

This feature allows the payroll administrator to subtract the contents of an accumulator from another accumulator**:**



1. Source accumulator – the amount for this accumulator will be moved to the destination accumulator, added to the destination accumulator or subtracted from the destination accumulator.

2. Destination accumulator – the amount of the source accumulator will be moved to, added or subtracted from this accumulator.

3. Source accumulator handling – you either:

    a. Move the contents of the source accumulator to the destination accumulator leaving the source accumulator at zero
    b. Copy the contents of the source accumulator to the destination accumulator leaving the source accumulator unchanged

4. Destination accumulator handling – you can Add to, Replace or Subtract from the contents of the destination accumulator.

Print accumulator list

From the *Accumulators* sub-menu select *Print*. The printer select window appears for you to choose which printer to send the document to.

Building business and technology relationships.

Chapter 12

Accruals

What is an accrual?

An accrual is an accumulated dollar amount which must be either paid to the employee at a later date or paid back to the company.

The most common example of an accrual is for vacation pay. In this example a percentage of the employee's earnings are "accrued". At the end of the accrual period (12 months) this money is paid back to the employee in the form of a "paid" vacation.

Other examples of accruals include sick pay, advances receivable, and company savings plans.

Canadian Payroll and Accruals

The Samco Canadian Payroll system tracks 999 accruals. The user can set the accumulator that each accrual will use. Before setting up the accrual codes, these accumulators must be defined.

Each accrual code is used to inform the system as to which G/L accounts are to be debited and credited when accruals are calculated. The rate associated with each accrual is maintained on the employee's master record.

Accruals may be expensed by one of two methods. An example of this would be for vacation pay:

1. Debit a vacation pay expense account which is different from the transaction expense account

2. Debit the same expense account as the earnings transaction itself

To achieve the first, enter the appropriate general ledger account under the debit column. To achieve the latter, press **[Enter]** to leave the debit account field blank instead of entering a G/L account number.

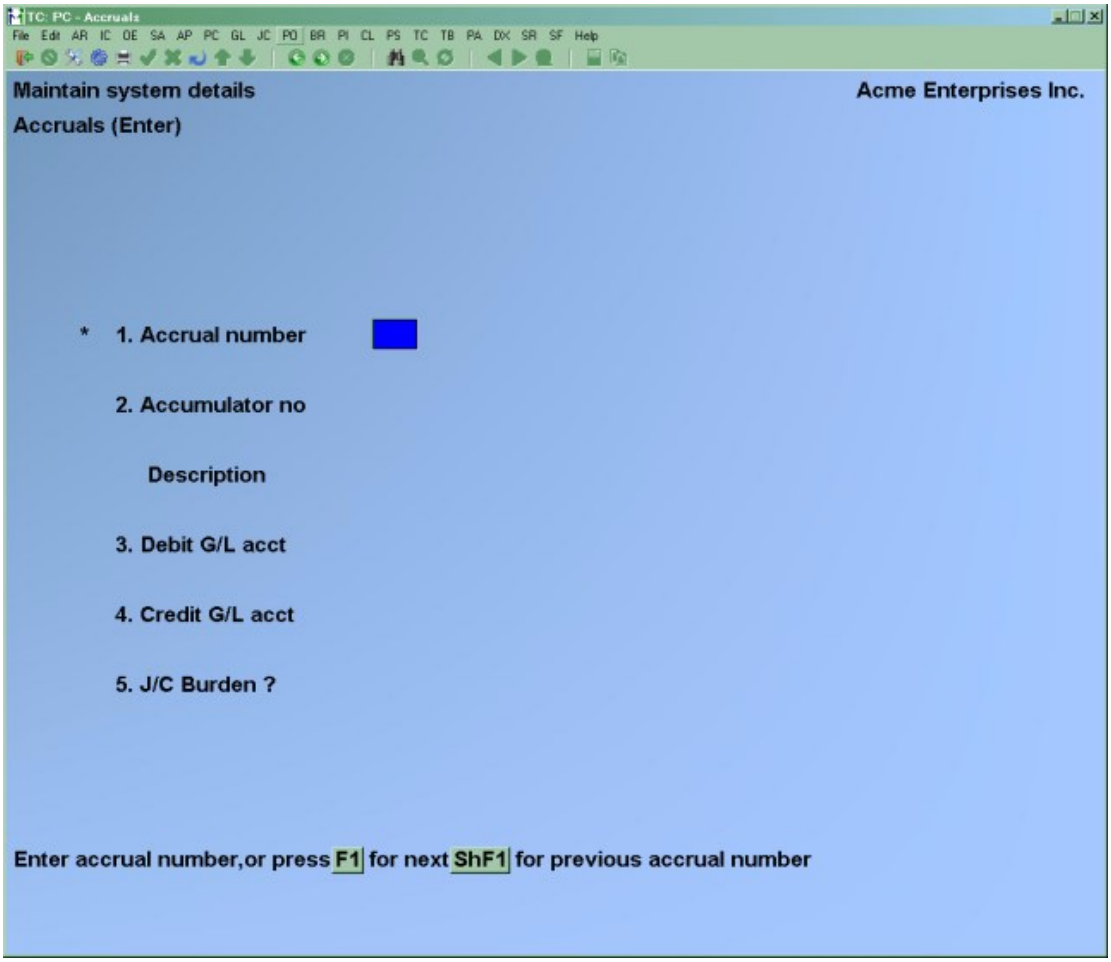
Generally the credit is to a separate liability account for each accrual. This permits the use of the accumulator listing program to provide a report on accumulators 31 to 45 which can support the accrued liability balance in the general ledger.

***** WARNING *****

Receivable or 100% accrual items are posted to the correct general ledger accounts when set up in the transaction code maintenance program. The balances stored on the employee's master record are effectively memo accounts used to produce listings to support the general ledger balances. Thus no debit or credit entry should be posted for the accrual itself. To prevent incorrect postings to the general ledger, the expense and liability entries made for these receivable or 100% accruals should be the same non-zero account.

To Begin

From page 2 of the Canadian Payroll main menu select *Setup » System details » Accruals » Enter*. The following data entry screen appears:


TC: PC - Accruals
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Maintain system details
Acme Enterprises Inc.
Accruals (Enter)
* 1. Accrual number
2. Accumulator no
Description
3. Debit G/L acct
4. Credit G/L acct
5. J/C Burden ?
Enter accrual number,or press F1 for next ShF1 for previous accrual number

From this screen you can add, change or delete accruals. Enter the data as follows:

[?] 1. Accrual #

Enter a number from 1 to 5 to indicate which accrual is to be updated or press **[F1]** to view/change the next accrual.

If the code you enter is already on file you can change the information displayed or press **[F3]** to delete the code.

***** CAUTION: Payroll transaction codes and employee records may interact with the accruals you have set up. Be sure that the accrual(s) you delete have not already been assigned to payroll transactions codes.**

[?] Accumulator no.

This number is displayed by the system. It is the accumulator pertaining to the accrual chosen above. The accumulator number is the accrual number plus 30 (i.e. 31 to 35). If the accumulator has not been set up in *Setup » System details » Accumulators*, no accrual entry may be made.

Description

The description is picked up from the accumulator number, and is the one set up in *Setup » System details » Accumulators*.

[?] 2. Debit G/L acct

Enter a valid general ledger account that has been previously set up in the *Valid G/L accounts* in *System Functions*, or leave blank to have the debit (or expense) portion of the accrual distributed to the same G/L account as that of the earnings transaction code which originates the accrual.

[?] 3. Credit G/L acct

Enter a valid general ledger account that has been previously set up in the *Valid G/L accounts* in *System Functions*, or leave blank to have the credit (or liability) portion of the accrual distributed to the same G/L account as that of the earnings transaction code which originates the accrual.

4. J/C Burden ?

This field allows you to determine whether or not this accrual is included in the burden transferred to Job Cost.

> During the *Journal » Calculate journal entry*, each transaction code which specifies that it is a labor burden item will add up the total earnings used to compute the burden amount. It will also determine the percentages of the total earnings which belong to the various jobs. For each job, the posting will transfer that job's percentage of the burden to Job Cost. This also applies to the accrual type benefits where the actual burden is calculated and applied to the job in Job Cost.

More on accrual distributions

As was eluded to earlier in this chapter, and in fields 2 and 3 above, there are two options regarding the G/L distribution of accruals. The following further clarifies this matter:

1. Enter a debit (usually expense) and/or credit (usually liability) account specific to the accrual.

2. Leave the debit and/or credit accounts blank. This will result in the G/L debit and/or credit accounts from the earnings transaction code to be used for accrual distribution. For example, a regular time earnings transaction code triggers the vacation pay accrual which is set up to distribute to the earnings code G/L accounts. When cheques with regular time transactions are posted, the vacation pay accrual will be distributed to the regular time earnings code's G/L accounts (normally wages payable and wages expense).

Print accrual list

From the *Accruals* sub-menu select *Print*. The printer select window appears for you to choose which printer to send the document to.

See Also

- *Accumulators*
- *Transaction Codes*
- *Employee Data*

Building business and technology relationships.

Chapter 13

Computer Generated Deductions

This function tells the computer which deductions are to be calculated during the cheque calculation program. At a minimum the system should be told to perform 3 deductions:

CPP Canada pension
EIC Employment insurance premiums
FTX Federal income tax

If there are employees who work in Quebec, two additional deductions are needed:

QPP Quebec pension
QTX Quebec income tax

All transactions are handled during the cheque calculation program in the order specified by the operator on this program. Generally the order is as follows:

Seq.	General Type	Examples
1	Personal choice items	Garnishees Donations Canada savings bonds
2	Company deductions	Health plans Union dues Company pension*
3	Government items	CPP QPP EIC

		FTX QTX
4	Deductions affected by Canada pension/ Quebec pension amount	Canada pension*

* See the appendix titled *RPP Deductions*.

The system allows the operator to establish up to 9 different sets of deductions for each pay frequency. Each set is referred to as a cycle within the payroll system. The standard number of cycles per frequency are:

Frequency or Periods/year	Cycles per month
10	1
12	1
13	2
20	2
22	3
24	2
26	3
52	5

Using the biweekly frequency (26) as an example, it has three cycles:

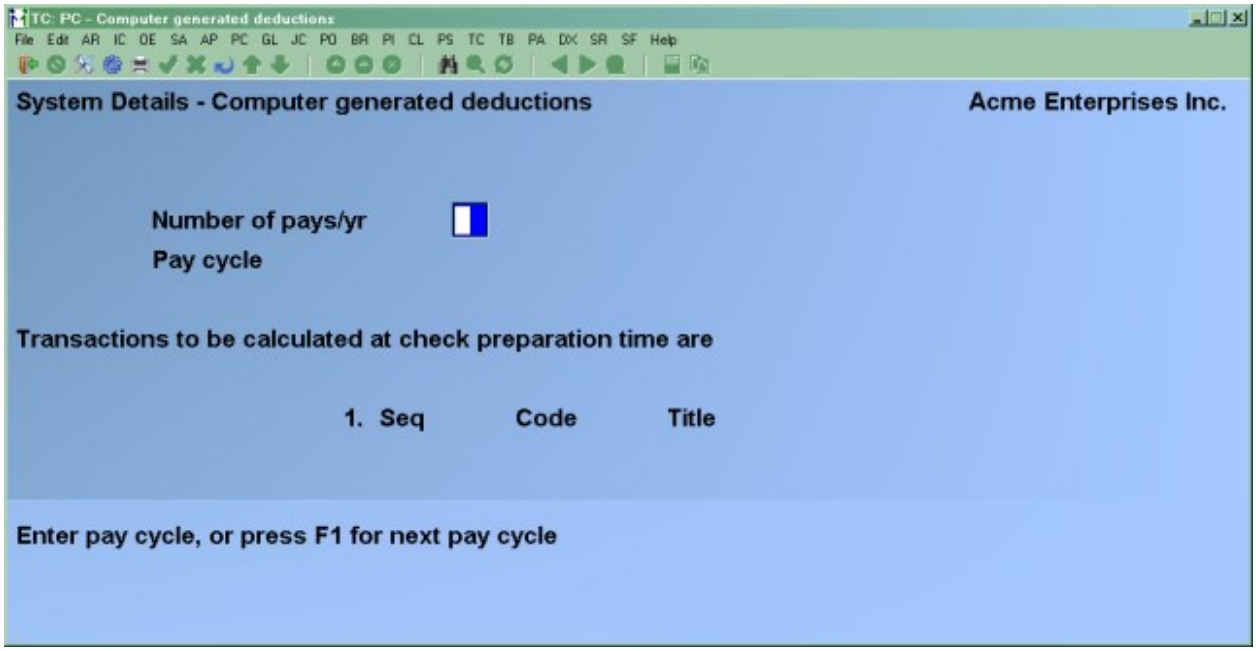
1. Regular first pay in the month
2. Regular second pay in the month
3. Third pay in the month which occurs every six months

There may be different personal choice items and company deductions for each of these cycles. It is necessary to establish the appropriate deductions for each pay cycle. All deductions entered here must have been established in the transaction code maintenance program.

Any deduction which makes use of the miscellaneous deduction category may be entered with a question mark as the third character. Using the *Appendix D* example of medical plan deductions, only the entry MP? is required to establish the deductions for MP1, MP2 and MP3.

To Begin

From page 2 of the Canadian Payroll main menu select *Setup* » *System details* » *Computer generated deductions* » *Enter*. The following data entry screen appears:


TC: PC - Computer generated deductions
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
System Details - Computer generated deductions
Acme Enterprises Inc.
Number of pays/yr
Pay cycle
Transactions to be calculated at check preparation time are
1. Seq
Code
Title
Enter pay cycle, or press F1 for next pay cycle

From this screen you can add, change or delete computer generated deductions. Enter the data as follows:

Number of pays/yr
Enter one of the following valid pay frequencies -- 10, 12, 13, 20, 22, 24, 26, or 52.

Pay cycle
Enter a number between 1 and 9 to differentiate this pay cycle from others for the same pay frequency.

[?] Code
Enter any deduction code which has been established during transaction code maintenance. Up to 15 such deductions can be entered.
The description will be displayed as set up in *Setup » Transaction codes*.

NOTE: Some deductions have a recommended order of precedence. A warning message will be displayed if this order is violated.

Print computer generated deductions list
From the *Computer generated deductions* sub-menu select *Print*. The printer select window appears for you to choose which printer to send the document to.

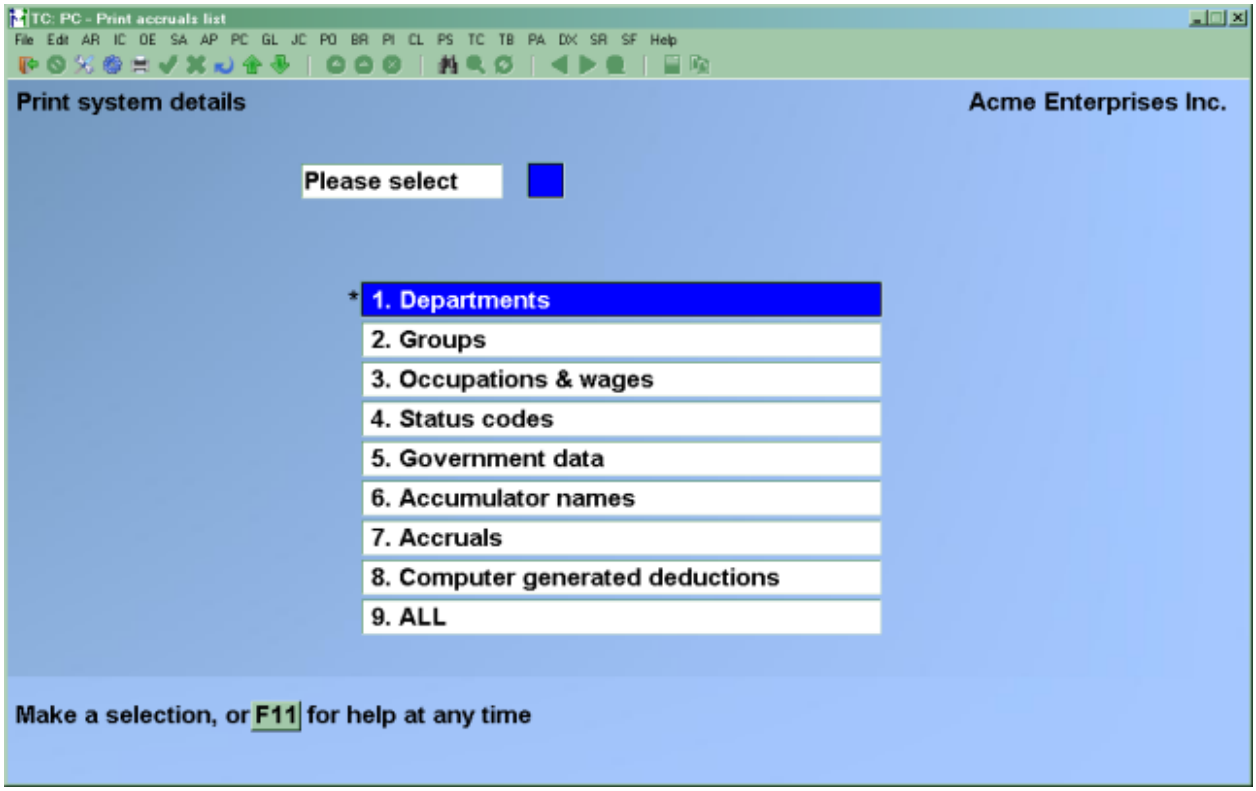
Chapter 14

Print System Details

This function is used to print a listing of any or all system details. All of the information covered here is entered in *Setup » System details* from the second page of the Payroll main menu.

To Begin

From page 2 of the Canadian Payroll main menu select *Setup » System details » Print system details*. The following menu appears:


TC: PC - Print accruals list
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Print system details
Acme Enterprises Inc.
Please select
* 1. Departments
2. Groups
3. Occupations & wages
4. Status codes
5. Government data
6. Accumulator names
7. Accruals
8. Computer generated deductions
9. ALL
Make a selection, or F11 for help at any time

Select the system details report to print or **All** to print all of the listed reports. The printer select window appears for you to choose which printer to send the document to.

Building business and technology relationships.

Chapter 15

Transaction Codes

The transaction code maintenance function is the key to the payroll system. This function controls the eventual results of all entries made in the following programs:

- Transaction processing
- Cheque processing
- Process journal entry

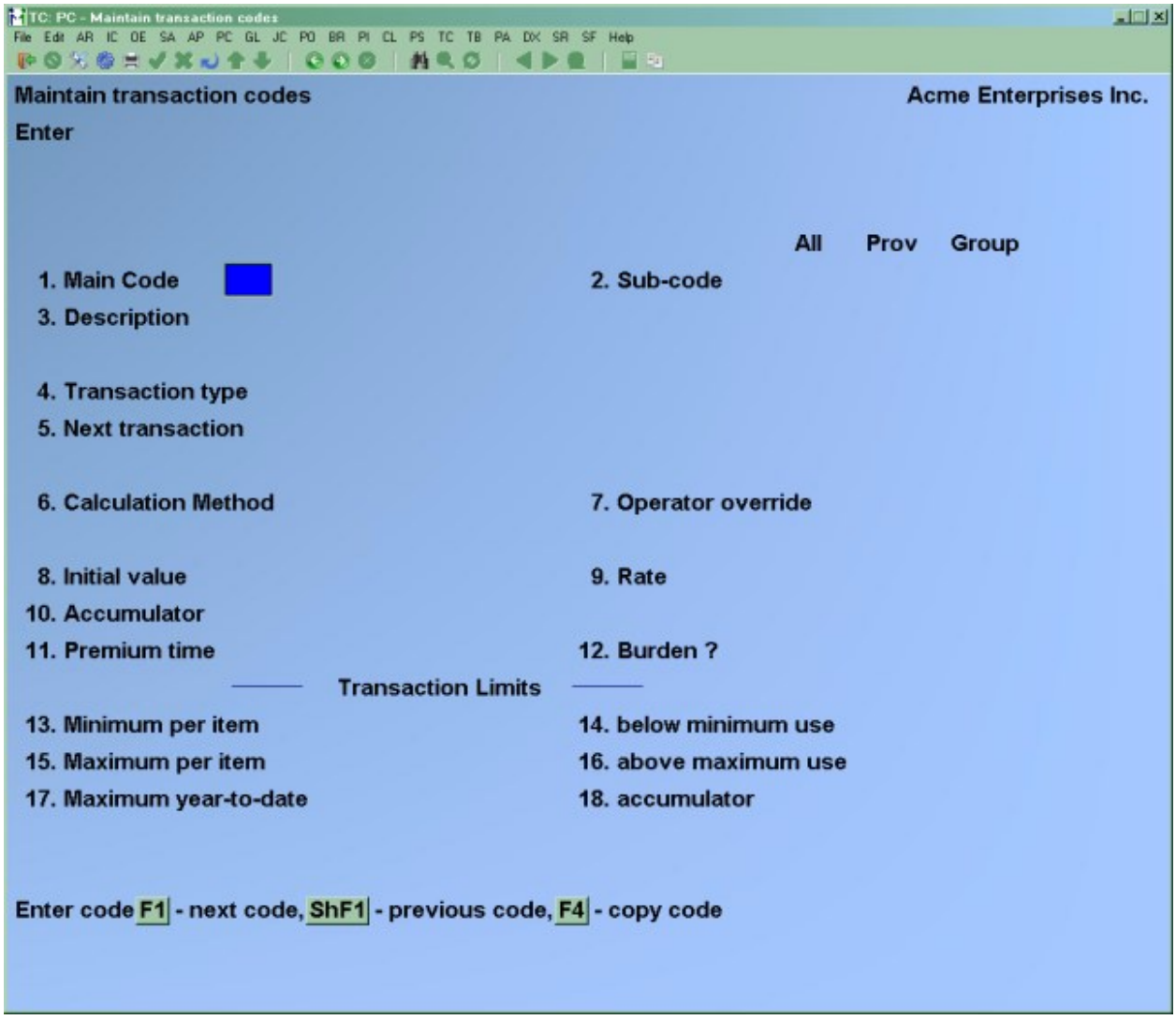
Almost all errors in expected results for the functions listed above originate in transaction codes having been improperly set up. For this reason, it is important to fully understand how to use transaction codes correctly before you set them up in the system.

It is highly recommended that all codes and related operations be set out in detail on paper before you ever sit down at the terminal to run this function. Doing this will reduce errors during data entry and assist in codifying the logic inherent in your existing payroll system.

A variety of sample transaction codes are provided at the end of this chapter.

To Begin

From page 2 of the Canadian Payroll main menu select *Setup » Transaction codes » Enter*. The following data entry screen appears:


TC: PC - Maintain transaction codes
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Maintain transaction codes
Acme Enterprises Inc.
Enter
All Prov Group
1. Main Code
2. Sub-code
3. Description
4. Transaction type
5. Next transaction
6. Calculation Method
7. Operator override
8. Initial value
9. Rate
10. Accumulator
11. Premium time
12. Burden ?
Transaction Limits
13. Minimum per item
14. below minimum use
15. Maximum per item
16. above maximum use
17. Maximum year-to-date
18. accumulator
Enter code F1 - next code, ShF1 - previous code, F4 - copy code

From this screen you can add, change or delete payroll transaction codes. Enter the data as follows:

[?] 1. Main code

Enter a 1, 2, or 3 character main code.

This can be any character code which is easy for the operator to remember. If this code will use the miscellaneous deduction category, then the third character must be a digit.

Certain main codes have specific meanings within the payroll system. They cannot be used for any other purpose. These reserved main codes are:

BNK Payroll bank entry
CPP Canada pension plan deduction
FTX Federal income tax
QPP Quebec pension plan deduction

QTX Quebec income tax
EIC Employment insurance deduction
UIF Unemployment insurance weekly calculation

2. Sub-code

Enter the appropriate information under one of the three following sub-code headings. You must select one, and only one, of the possible sub-code entries.

All

Enter a **Y** if the transaction is to apply to all employees. The default is **N.** If you enter **N** or press **[Enter]** the cursor will then move to the province sub-code, otherwise it will skip to transaction type.

IMPORTANT NOTE: If you have codes that apply to a specific group or province, a master code must be set up which applies to "All". This is especially applicable to the universal codes such as EIC, CPP, FTX, QPP, QTX, BNK etc. Additionally, if you are interfacing with Bank Reconciliation there must be a BNK transaction code set to "All", otherwise the interface will result in errors.

Prov

Enter the 2 letter abbreviation for the province if you want this transaction to only affect employees of this province. The default is blank for no province and the cursor will move to the group sub-code. If you enter a province, the cursor will move to the transaction type.

Group

Enter the 4 character numeric group code defined in the system details function if the transaction is to affect members of a particular group.

During data entry functions, the operator enters the main code only. The program then searches all sub-codes defined for this particular main code, to determine whether or not the transaction is valid for the employee concerned. The order of testing for valid sub-codes is as follows:

1. Test for the main code with the employee's group;

2. Test for the main code with the employee's province;

3. Test for the main code and sub-code **ALL**;

The computer accepts the first valid test.

If the transaction is to apply to a **group** established in system details, use its numeric code under sub-code group.

If the transaction is to apply only to employees taxable or resident in specific provinces, use the 2 letter provincial abbreviation under sub-code province. If the transaction is to apply to everyone (or everyone not included under another sub-code) use **Y** under the sub-code all.

Any given transaction consists of one main code and one sub-code. However, transactions with the same main code may be set up with sub-codes from all three categories: group, province and all.

3. Description

Enter the 15 character description that is to appear on the cheque stub and in various reports.

4. Transaction type

Enter the 1 character alphabetic code representing the type of the transaction.

There are six types of transactions, including three types of fringe benefits:

- **E** Earnings
- **D** Deductions
- **M** Benefit created once a month
- **P** Benefit created as the result of a prior transaction
- **B** Benefit entered by the operator
- **T** Company paid

Type **E** (earnings) and type **D** (deductions) are self-explanatory.

A type **M** benefit, is triggered once a month by the journal entry process. It is directly associated with specific employees and does not involve any deductions from the employee. See the section in the chapter titled *Employee Data* on personal choice items. An example is the payment of sickness and accident benefit premiums for employees who are laid off.

A type **P** benefit, is normally a non-taxable company expense triggered by a prior transaction. For example the Canada/Quebec pension deduction triggers a company expense which is 100% of the amount of the employee's deduction. Similarly, worker's compensation is a percentage of the employee's gross income and is triggered by the issuance of a pay cheque or BNK entry.

A type **B** benefit, prints the benefit in the earnings column AND the deductions column on the cheque stub. In effect, the employer pays some benefit to an employee and then immediately takes it back. For some benefits and union contracts it is required to show the information this way on the stub, especially if it is matched with an employee deduction.

A type **T** benefit, is useful for a taxable, fully company-paid benefit and shows only in the taxable benefit box on the cheque stub. It does not print in either the earnings or the deductions columns. It does, however, increase the employee gross taxable income with the benefit amount.

[?] 5. Next transaction

Enter the main code for the transaction to be processed after the current one.

Transactions may generate successive transactions and these may, in turn, generate further ones. The next transaction code tells the computer which transaction is to follow. It will always have the same sub-code as the transaction which started the chain. The computer will check that the next transaction exists and is eligible to be generated by this originating transaction. The following table outlines which transaction types may be generated by a given transaction type.

Originating type	Allowed next types
E - earnings	E - earnings D - deduction P - benefit
D - deduction	D - deduction P - benefit
B - benefit P - benefit T - benefit	P - benefit
M - benefit	M - benefit

Examples of originating and next transactions are:

Originating item	Next transaction
Canada pension deduction	Company portion expense
EIC deduction	Company portion expense
Regular earnings	Union deduction (per hour)
Union deduction	Union benefit plan

6. Calculation method

Enter the appropriate number corresponding to the manner in which the calculation is made.

There are 20 methods of calculation available. Several of them are very similar and only

vary in the type of units used as a multiplier. Below is a table of valid calculation methods:

Number	Formula
01	Operator entered amount + initial value
02	(Units x rate) + initial value
03	(EIC units x rate) + initial value
04	(Group units x rate) + initial value
05	[(Rate/100) x pay period salary] + initial value
06	[(Rate/100) x gross taxable income] + initial value
07	[(Rate/100) x accumulator value] + initial value
08	[(Rate/100) x previous amount] + initial value
09	[(Rate/100) x wage rate x 1] + initial value
10	[(Rate/100) x wage rate x units] + initial value
11	[(Rate/100) x wage rate x EIC units] + initial value
12	[(Rate/100) x wage rate x group units] + initial value
13	[(Initial value + wage rate) x (rate/100) x 1]
14	[(Initial value + wage rate) x (rate/100) x units]
15	[(Initial value + wage rate) x (rate/100) x EIC units]
16	[(Initial value + wage rate) x (rate/100) x group units]
17	[((Rate/100) x wage rate) + initial value] x 1
18	[((Rate/100) x wage rate) + initial value] x units
19	[((Rate/100) x wage rate) + initial value] x EIC units
20	[((Rate/100) x wage rate) + initial value] x group units

Refer to the computations above for details on the available formulas. Note in particular that method number **07** refers to the contents of a particular accumulator.

It is important that the correct type of units be employed. For example if calculation method 03 (EI units) is used for a mileage calculation where there are no EI units, the result is always zero as the EI units are always zero.

Any transactions generated in the chain of (next) transactions from the payroll bank entry (BNK) will use the total of all units which are accumulated for the cheque.

For example, overtime may be calculated correctly using any of methods 10, 14 or 18, if the initial value is zero. If the initial value is not zero, there will be three different results.

7. Operator override

Enter **Y** if the operator is allowed to override the automatic calculation provided by the program.

The computer will calculate the amount according to the formula selected above. If it is desirable for the operator to have the ability to change the computed amount and enter a manual adjustment, the operator override is set to **Y** (yes). Use of operator override essentially defeats the automatic safeguards of the system and should be used with care.

8. Initial value

Enter a number between -99999.99 and 99999.99 if a value is needed in the calculation. Two digits after the decimal place are allowed. The default value is zero.

The initial value serves many purposes in the calculation formula. Below is a table of the calculation methods and the purpose an initial value serves in determining the outcome:

Method	Purpose
01	To add a fixed amount to the amount entered by the operator. Sets transaction to this amount if operator override is not permitted
02 to 12	Add fixed amount to the calculated amount
13 to 16	Add a fixed amount to the wage rate, then multiply by a percentage. Useful for shift differentials which are increased for overtime, triple time, etc.
17 to 20	Add a fixed amount to the wage rate after multiplying by a percentage. Useful where the differential does not increase for overtime, triple time, etc.

The initial value must be in the range -99,999.99 to +99,999.99.

9. Rate

The rate may be either a monetary value or a percentage depending upon the calculation method chosen. Enter a number between 0 and 999.999. Three digits after the decimal place are allowed. The default is zero.

Rates must be entered as follows:

Calculation Method	Rate
1	None. Bypassed by the computer
02 - 04	Monetary. Maximum 999.999
05 - 20	Percentage. Maximum 999.999

[?] 10. Accumulator

This field is only used if you have chosen calculation method number 7. Enter the number of the accumulator referenced in the formula. The accumulator number must be between 1 and 45.

Calculation method 7 works as a percentage of a value stored in an accumulator. For method 7 only, enter the number of the accumulator to be used. The accumulators are numbered from 1 to 45. Using a rate of 100% with method 7 is useful for paying out vacation pay or recovering advances which are stored in accumulators 31 to 35.

11. Premium Time

Answer **Y** or **N.** This determines if the time posted through the transaction code is to be flagged as premium time once the transaction is interfaced to the Job Cost package. The Job Cost package has reports which break out the premium time from the regular time for costing purposes.

Transaction limits

Transaction limits serve to reduce the number of operator data entry mistakes while checking that the dollar value of individual transactions is within pre-established limits. Each transaction is required to have a minimum and maximum per transaction limit. There is also a year-to-date limit which is optional.

12. Burden ?

Answer **Y** or **N.** This field allows you to determine which transaction codes are included in the burden transferred to Job Cost.

During the *Journal » Calculate journal entry*, each transaction code which specifies that it is a labor burden item will add up the total earnings used to compute the burden amount. It will also determine the percentages of the total earnings which belong to the various jobs. For each job, the posting will transfer that job's percentage of the burden to Job Cost. This also applies to the accrual type benefits where the actual burden is calculated and applied to the job in Job Cost

13. Minimum per item

Enter the minimum value allowed for this transaction. Two digits after the decimal point are allowed. The default value is 0. The minimum is generally zero but company policy may dictate another value.

14. Below minimum use

This is generally either zero or the minimum per item above. Two digits after the decimal point are allowed. The default value is 0.

If the transaction falls below the minimum per item, it will be replaced automatically by

this value. This is generally either zero or the minimum per item above.

15. Maximum per item

Generally an amount is set to check on operator data entry. Two digits after the decimal point are allowed.

This is generally a value which, if exceeded, is most likely incorrect. Use of a reasonable maximum per item value can be an important safeguard against the entry of extra digits or the omission of decimal points. This maximum per item must be non-zero, and there is an [**F1**] option to set the field to the maximum of 9,999,999.99.

16. Above maximum use

This value is generally zero, which will force the operator to take another course of action. Two digits after the decimal point are allowed. The default value is 0.

If the transaction exceeds the maximum per item above, it will be replaced automatically by this value. This forces the operator to take another course of action. Some deductions have a maximum amount per pay day and that amount should be used.

17. Maximum year-to-date

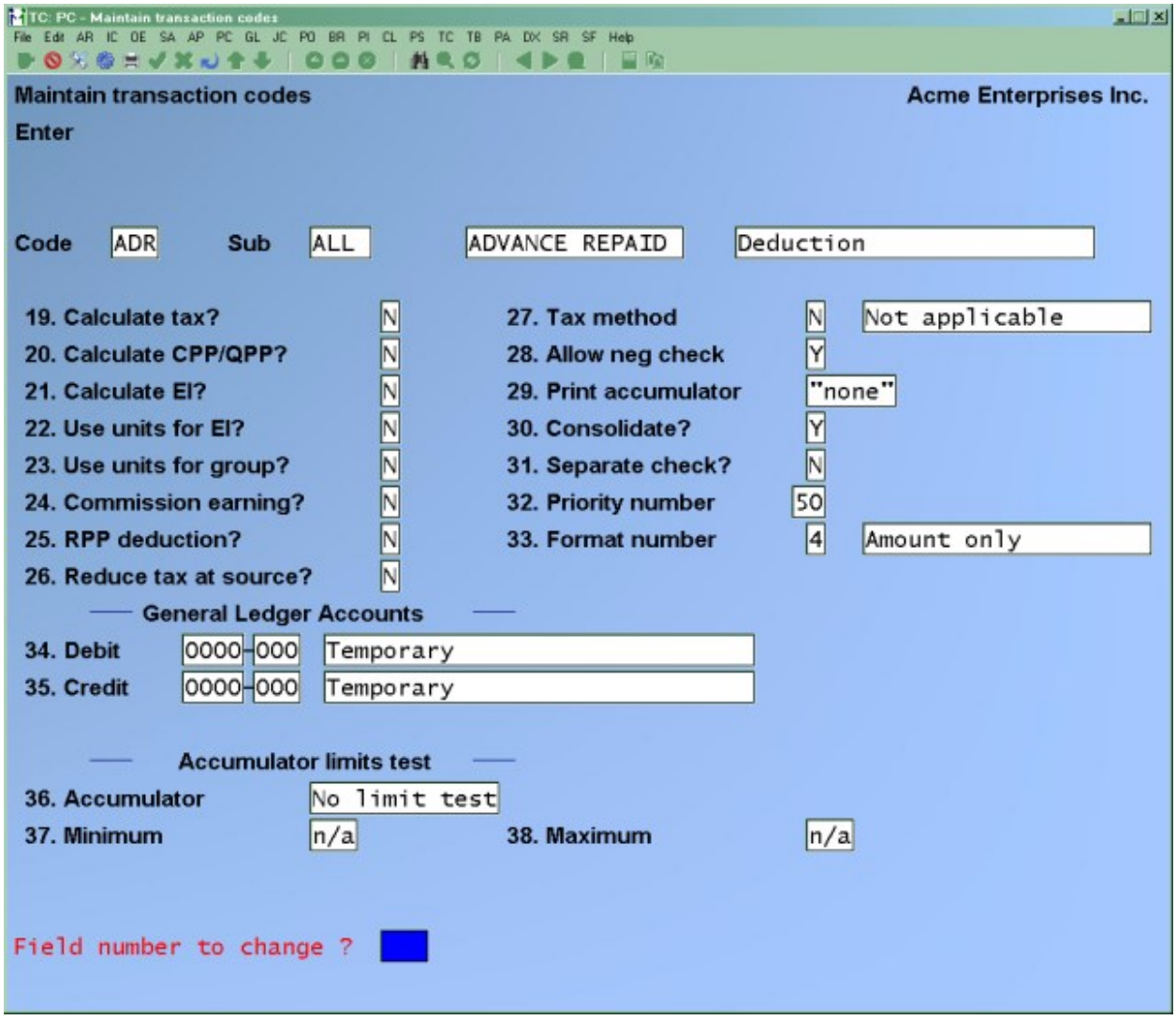
If the maximum year-to-date is zero, the computer will not perform any year-to-date verification. If a value other than zero is entered, the computer will ensure that the value of the transaction plus the value in the accumulator entered below does not exceed the value entered here. Two digits after the decimal point are allowed. The default value is 0.

[?] 18. Accumulator

The computer will require an accumulator number only if a non-zero value was entered for the maximum year-to-date value. The numbers are in the range 1 to 45.

When editing/entry is complete, make any necessary changes and press [**Enter**] at "Field number to change ?".

Transaction code entry screen 2 of 4 appears:


TC: PC - Maintain transaction codes
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Maintain transaction codes
Acme Enterprises Inc.
Enter
Code ADR Sub ALL ADVANCE REPAID Deduction
19. Calculate tax? N
20. Calculate CPP/QPP? N
21. Calculate EI? N
22. Use units for EI? N
23. Use units for group? N
24. Commission earning? N
25. RPP deduction? N
26. Reduce tax at source? N
27. Tax method N Not applicable
28. Allow neg check Y
29. Print accumulator "none"
30. Consolidate? Y
31. Separate check? N
32. Priority number 50
33. Format number 4 Amount only
General Ledger Accounts
34. Debit 0000-000 Temporary
35. Credit 0000-000 Temporary
Accumulator limits test
36. Accumulator No limit test
37. Minimum n/a
38. Maximum n/a
Field number to change ?

Enter the following data:

19. Calculate tax?

If the transaction amount is to be included in gross taxable income, answer **Y**.

Transactions which are not earnings or benefits will bypass this item.

20. Calculate CPP/QPP?

Answer **Y** if the transaction is eligible for inclusion in CPP/QPP contributory earnings.

The field is bypassed for items other than earnings and benefits.

21. Calculate EI?

Answer **Y** if the transaction is eligible for coverage under the employment insurance (EI)

plan.

If this is a lump sum payment (other than something like a bonus) to an employee not returning this field should be set to **N**.

The field is bypassed for items other than earnings and benefits.

22. Use units for EI?

This item is bypassed if the transaction is not eligible for unemployment insurance (EI) coverage.

Answer **Y** if the units entered by the operator are hours and they are to be used for EI calculations.

Units that are not hours, such as miles for travel and pieces for piece-work calculations, are obviously not EI units. Not so obvious are hours in transactions like shift differentials. The response would be negative if the differential is paid in cents per hour and the hours were calculated for EI purposes in another transaction such as regular time.

23. Use units for group?

Answer **Y** if the units are applicable to group calculations.

Group units normally apply only to earning transactions. Group units are important in environments which have unions with each union being a separate group. The group units would then be used in the computer generated union deduction during the cheque calculation process.

24. Commission earning?

Answer **Y** if the transaction represents commission earnings.

This item is bypassed for transactions other than earnings.

25. RPP deduction?

This item is applicable only to deductions.

Answer **Y** to indicate the deduction is for a registered pension plan administered by the company. Answer **N** if this is either not an RPP deduction, or if the plan is administered by an outside investment / financial institution.

The plan number is stored on the group information established in *Setup » System details » Groups*.

26. Reduce tax at source?

Answer Y if the deduction is to occur to the initiating transaction

27. Tax method

If tax is not to be calculated, this item is bypassed.

A 1 character code indicates the method of calculation. Allowable codes and methods are:

Code	Method
B	Bonus
R	Regular
Y	Year-to-date
N	None
F	Fixed Rate (%) for lump sum earnings

The regular method calculates tax based on the premise that the amount the employee earns in one pay period will be earned in all other pay periods. **This is the normal method used for salaried and hourly employees.**

The bonus method calculates tax separately from the regular method. The tax is determined by calculating the tax on the annual gross with and without the bonus and the difference is the tax payable on the bonus. **It should be used for special transactions that involve lump sum payments.**

The year-to-date method prorates the employee's year-to-date earnings over the calendar year and takes into consideration any tax amounts previously deducted. **This method is generally used for commission income** as sales people may have widely fluctuating incomes from one pay period to another. **It is not to be used for employees who are laid off and then reinstated** as the computer will not deduct sufficient tax. The computer will not generate a tax refund if too much tax was deducted in prior pay periods.

The fixed rate method is most commonly used to handle lump sum earnings such as vacation pay payouts. When you identify the use of a fixed rate tax method you are also prompted for the percentage to calculate.

Cheque Printing

Make the necessary responses to the next 6 entries regarding how this transaction code will be treated at the time cheques are being printed.

28. Allow neg cheque

Answer Y if you want a cheque generated even if the processing of this transaction code

causes a negative cheque. Otherwise, answer N

If you answer N this transaction code will be processed with a zero (0) value.

A negative cheque will automatically cause a receivable to be applied to the employee's account thus bringing the cheque to a zero (0) value.

29. Print accumulator

This function is only available if you are using cheque format 30-12. You can check which cheque format you are using through *Setup ➔ Control information*.

If you are using the 30-12 cheque format, enter an accumulator to print in the "Year To Date" column beside this transaction entry on the cheque stub.

30. Consolidate?

Two or more transactions with the same transaction code and rate can be consolidated on the cheque if desired. If consolidation is not requested, each transaction will be itemized separately on the cheque. If transactions are entered daily or an employee's wages are expensed to more than one department, it is best to consolidate the result for cheque printing purposes.

Answer Y to consolidate all transactions with the same transaction code, or N to print each one individually.

31. Separate cheque

Answer Y if a separate cheque printing is requested for this transaction type. Otherwise, answer N

The most typical item falling into this category is a union contract requirement to show vacation pay on a cheque separate from all other items. Careless use of this feature will result in printing more cheques than necessary and an increase in processing time for several programs.

32. Priority number

The payroll system allows customizing of the order of presentation of items on the cheque stub. Assign each transaction a priority number between 1 and 99.

Transactions will print on the cheque stub in order of assigned priority (starting at 1).

33. Format number

Enter the appropriate number (0 to 4) from the list below for the format to be used in cheque printing.

0 Not applicable
1 Units, rate & amount
2 Units & amount
3 Rate & amount
4 Amount only

This choice only pertains to earnings and type **B** benefit transactions. Deductions are always printed using format ▫.

Deductions and benefits are printed on the cheque in only one format: description and amount. Earnings transactions are printed with description and one of the five formats listed above.

General Ledger Accounts

This section is used to indicate which general ledger accounts are to be debited and credited for this transaction. You must enter an account which was set up in *System function ➔ Valid G/L accounts*.

Note the following table for normal accounting procedure on assigning debits and credits.

Type of Transaction	Debit	Credit
Earnings	Expense	Wages Payable
Deduction	Wages Payable	Liability or asset
Benefit	Expense	Liability

Certain fringe benefits are not recorded in the company's books as the payroll entries are not actual costs. For these items, company car benefits being an example, debit and credit the same account. This has the effect of recording the transaction on the payroll system but has no effect on the general ledger.

NOTE: In order to departmentalize general ledger entries for any particular transaction, it is necessary to enter the G/L account(s) here with a sub-code of "***" by pressing **[F1]** at the appropriate account section.

[?] 34. Debit

Enter the general ledger account to be debited by this transaction.

[?] 35. Credit

Enter the general ledger account to be credited by this transaction.

Accumulator Limits Test

The next three entries allow you to test the value of an accumulator, and determine whether to process this transaction code, or move on to the next.

For example, XYZ Company offers its employees a 3% bonus if they have worked more than 800 hours but fewer than 1200 hours, and a 5% bonus for employees that have worked more than 1200 hours.

In this circumstance, XYZ Company could set up one transaction code using this section to test whether the hours worked accumulator for a minimum of 800 units (or hours) and a maximum of 1199 units (hours). Each employee falling into this range would have a 3% bonus. This transaction code would then trigger a second transaction code.

The second transaction code would test whether the hours worked accumulator was at a minimum of 1200 units (hours) and no maximum. If the employee's accumulator was equal to or greater than 1200 units (hours), an additional 5% bonus would be processed.

The above example is just one way of how the accumulator limit test can work. You can apply this principle to your payroll methods for a variety of other situations for both earnings and deductions.

[?] 36. Accumulator

Enter the accumulator to test a minimum &/or maximum value for. This must be a valid accumulator set up in *Setup ➔ System details ➔ Accumulators*.

If no accumulator is to be tested, press [**Enter**] to skip. The "minimum" and "maximum" values will also be skipped.

37. Minimum

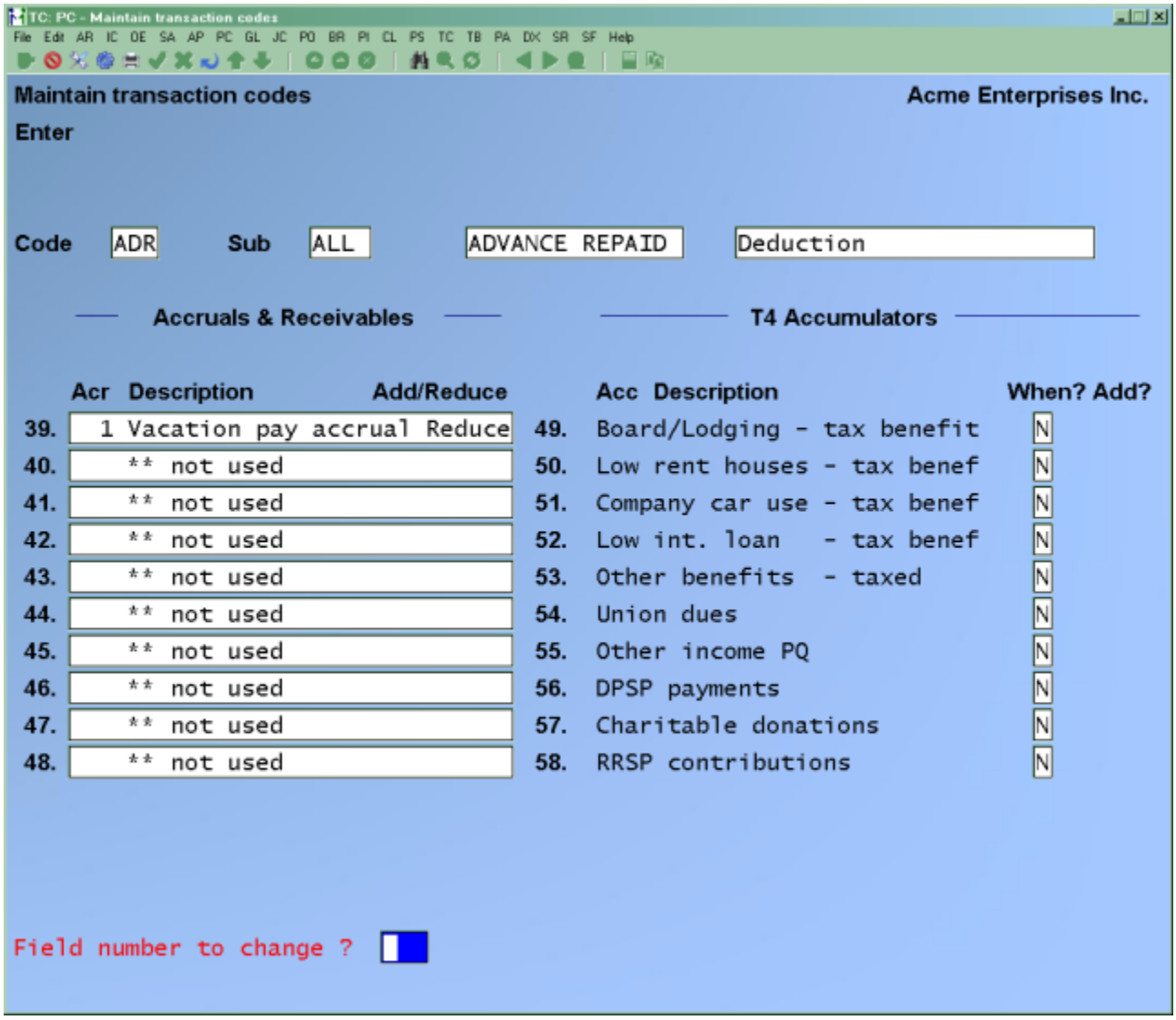
Enter the minimum value to test this accumulator against. If no accumulator is being tested, this field is skipped, and defaults to "n/a".

38. Maximum

Enter the maximum value to test this accumulator against. If no accumulator is being tested, this field is skipped, and defaults to "n/a".

When editing/entry is complete, make any necessary changes and press [**Enter**] at "Field number to change ?".

Transaction code entry screen 3 of 4 appears:


TC: PC - Maintain transaction codes
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Maintain transaction codes
Acme Enterprises Inc.
Enter
Code ADR Sub ALL ADVANCE REPAID Deduction
Accruals & Receivables
T4 Accumulators
Acr Description Add/Reduce
39. 1 Vacation pay accrual Reduce
40. ** not used
41. ** not used
42. ** not used
43. ** not used
44. ** not used
45. ** not used
46. ** not used
47. ** not used
48. ** not used
Acc Description When? Add?
49. Board/Lodging - tax benefit N
50. Low rent houses - tax benef N
51. Company car use - tax benef N
52. Low int. loan - tax benef N
53. Other benefits - taxed N
54. Union dues N
55. Other income PQ N
56. DPSP payments N
57. Charitable donations N
58. RRSP contributions N
Field number to change ?

Accruals & Receivables

This series of add/reduce questions defines how the balances in the accrual accounts, set up in *Accruals* function, will be affected by this transaction code.

Each accrual requests, in sequence, whether or not to "Add" to or "Reduce". Adding to or reducing an accrual balance adjusts the balance by a percentage of the transaction as entered in the employee's master record (refer to the *Employees* chapter for further details).

Answer Y or N respectively to each field. Answering Y to both will result in the accumulator being zeroed out.

For accruals that have a % other than 100% (i.e. vacation pay), both of the responses to "Add to ?" and "Reduce ?" and the accumulator reduced on the next screen under "User-Defined Accumulators" must be set to N. Failure to comply will result in an accrual

which will reduce upon payout at the rate of the accrual, and not the rate of the payout.

T4 Accumulators

These are accumulators which are printed on the T4 slips at the end of the year. In this section you enter in both whether or not to "Add" to and at what point.

Enter in the following information beside each accumulator:

When ?

Indicate for each accumulator exactly when the transaction affects the accumulator. The following table provides a list of the valid codes:

Code	Time of addition to accumulator
Q	added at cheque writing time
E	added at transaction entry time
J	added at journal entry time
N	never added to accumulator

The computer will always set the first 5 accumulators to N except in the case of taxable benefits. For taxable benefit items, one of the five accumulators must be an E.

The transaction code maintenance allows earnings and deduction type transaction codes to update the 5 system accumulators for taxable benefits, after showing a warning that such behaviour is not normal.

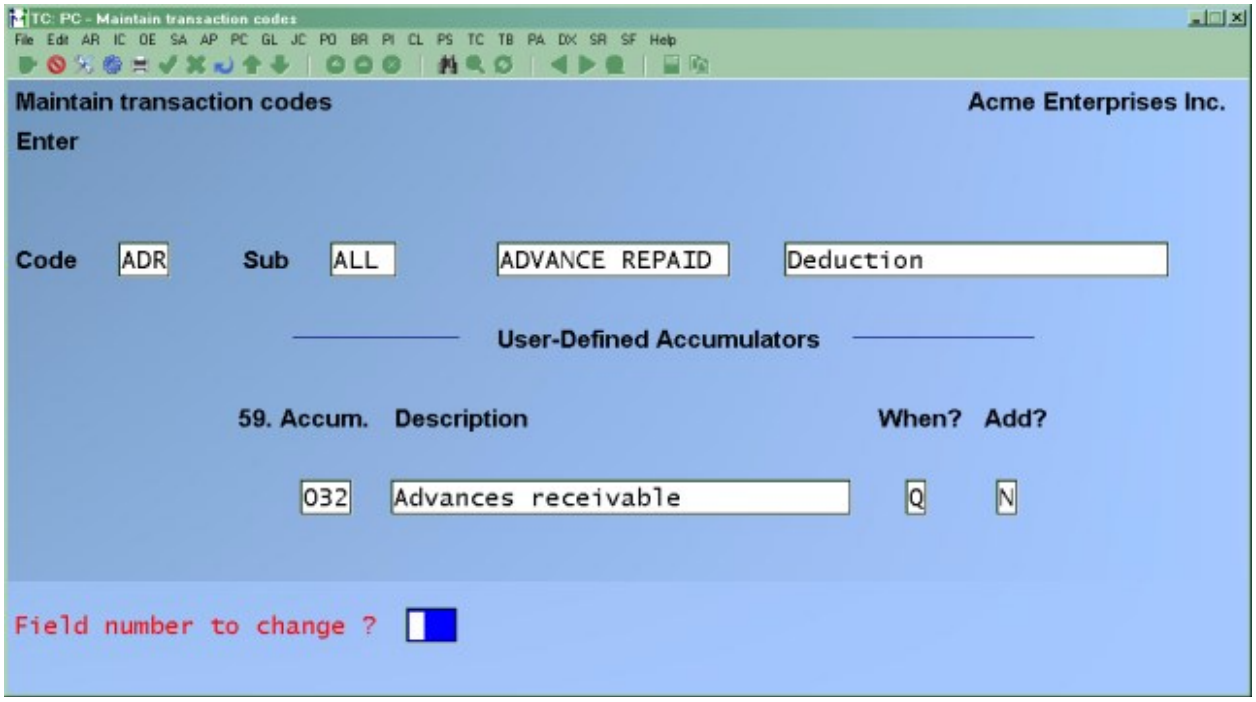
The values for accumulators 6 to 10 are either N or Q. Use Q to have the transaction added to the accumulator.

Add ?

Answer Y if you want this accumulator added to, or N to reduce.

NOTE: You can only add to or reduce an accumulator if the "When ?" field is set to either E, J, or Q. If the "When ?" field is set to N the "Add ?" field will be skipped.

When editing/entry is complete, make any necessary changes and press [**Enter**] at "Field number to change ?". Transaction code entry screen 4 of 4 appears:



User-Defined Accumulators

This screen is generally used for the entry of user-defined accumulators which are set up in *Setup* ➔ *System details* ➔ *Accumulators* (these are accumulators 11 - 30 and 56 - 999).

Under some circumstances it may be necessary for you to use this section for the entry of system defined accumulators. You are allowed to do this for some but not all system accumulators. Take extreme care when doing this however, so that you do not end up duplicating the updating of an accumulator.

In order to produce accurate reporting, be sure to add to all applicable accumulators.

Editing on this screen is slightly different than that of previous data entry screens, as it reflects a new method being incorporated into future releases. This new entry screen uses the following keys:

↑ ↓ Use these keys to move up and down a list of accumulators.

[F2] Use this key to add a new accumulator to the list.

[F3] Select an accumulator from the list, and press this key to delete it.

[Tab] Use this when finished adding or editing the list of user-defined accumulators. The cursor moves to the "Field number to change ?" field at the bottom of the screen.

[**Enter**] Select an accumulator from the list, and press this key to edit it. It is also used when finished entering an entry into an accumulator field.

[**ESC**] To abort entry while adding or changing an accumulator, press this key. Press [**Enter**] at the "Not processed" line displayed on the bottom, and you are returned to the previous point of entry.

Enter in the following information using the above data entry techniques:

[?] Accumulator

Enter in a valid accumulator to be updated by this transaction code.

The description will be displayed.

NOTE: Certain system and types of accumulators (1 to 10, and 36 to 55 for example) cannot be updated in this section.

When ?

Entering in at what point this accumulator is to be updated. Valid entries include:

Code	Time of addition to accumulator
Q	added at cheque writing time
E	added at transaction entry time
J	added at journal entry time

Keep in mind that taxable benefit items such as accumulators 31 to 35 should be updated at transaction entry time (entry [**E**]).

When you have finished entering in accumulators for this screen press [**TAB**]. When editing/entry is complete, make any necessary changes and press [**ENTER**] at "Field number to change ?".

You are returned to screen 1 of 4 of the transaction code "Add" function for the entry of another transaction code. Press [**TAB**] to exit out of this function.

Print transaction code list

This function allows you to print a simplified listing of all transaction codes. This report serves as a handy aid for the operator during transaction entry.

From the *Transaction codes* maintenance sub-menu select *Print list*. The printer select window appears for you to choose which printer to send the document to.

Printing Transaction Code Records

This program provides the operator with a printed copy of each transaction code record. This data should be kept by the individual responsible for the payroll system.

Properly maintained, this will allow a complete picture of the transaction codes to be kept readily at hand. Each transaction record is printed on a separate page. The two options available to the operator are:

1. Print all transaction code records
2. Print individual transaction code records

When option 2 is selected, the operator is required to enter the transaction codes. A maximum of 5 codes may be selected at one time.

From the *Transaction codes* maintenance sub-menu select *Print records*.

From the screen displayed, enter the following report criteria:

[?] Main code

Enter in the transaction code main code, press [**F1**] to print "All" transaction codes, enter an ***** to print any transaction code with this main code, or press [**ENTER**] to skip this criteria and specify province or group.

All

Answer Y if you wish to print "All" transaction codes with the previous main code. Otherwise answer N and enter in the *Prov* and *Group* sub-code information.

Prov

Enter the province sub-code information or press [**ENTER**] if the code is not province specific.

This field is skipped if you answered N at *All*.

[?] Group

Enter the group sub-code information or press [**ENTER**] if the code does not apply to a specific group.

This field is skipped if you answered Y at *All* or entered a province code.

Press [**ENTER**] at the *Main code* field when finished entering the codes to print.

At "Field number to change ?", make any necessary changes and press [**ENTER**]. The printer select window appears for you to choose which printer to send the document to.

Chapter 16

Forms

This selection allows you to tailor Samco's Canadian Payroll to work with continuous and laser check and government forms. By allowing you to make changes to these forms, you can keep ultimate control over the content and layout of your forms.

P/C comes with various standard pre-defined check and government forms. These pre-defined forms are in the A/P Form file (PCFRMFxx). When you install P/C, the form file is also automatically installed.

Before you print payroll checks you must have already specified a form ID to be used in *Setup » Payroll control information* (see the chapter titled *Payroll Control Information*).

If you choose to create your own form, you should make a copy of an existing form that is similar to the form you wish to use and modify the copy. You may also design your form "from scratch", but this is not recommended.

An unlimited number of forms can be defined with this selection. *Forms* allow you to print almost any information field associated with the payroll transactions themselves and many fields from the employee file.

We suggest that you first become familiar with the pre-defined forms provided with this package. Then use this chapter to modify the pre-defined forms as required or to design your own forms.

Definitions

Described below are definitions for certain terms used in this selection and in this chapter.

Header, Line Item, and Totals Groups

Each form consists of two sections (check and stub). The stub is further broken down into three information groups:

The **Header** is the top part of the stub form and typically includes only the column headings. Header information only prints once and always prints before Line Item and Totals information.

The **Line Items** group typically includes the transaction code detail, including earnings and deductions.

The **Totals** portion of the stub is usually dedicated to printing the net earnings, accumulators, YTD figures, etc.

Paginated

A form is either paginated or not paginated. A paginated form is one that may have multiple pages, where each page is the same length. Pre-printed forms and forms that are separated from one another by perforations are examples of paginated forms.

A form that is not paginated has no specific length. Continuous paper on a roll, such as that used on a calculator, is an example of a non-paginated form.

Typically, "checks" are always paginated.

Lines and columns

The length of a paginated form is defined by the number of lines on the form, from the top of the form to the bottom. If printing is done at 6 lines per inch, an 11-inch form has 66 lines.

When defining a paginated form, you specify the starting line number of the Header information, the starting and ending line numbers of the Line Item information, and the starting line number of the Totals information.

When defining each data field to be printed on a paginated form, you specify the group of the field (Check, Header, Line Item, or Totals), its line number within the group, and the starting column number where it is to print.

The line number of a field is its print line number starting at the first line of that group. For example, if you specified that the Line Item information starts on line 10 of your form and ends on line 40, you are allowing for 31 lines of Line Item information. The line number of a Line Item field must be between 1 and 31.

The column number of a field is simply the number of spaces to the right of the left margin of the form, beginning at 1.

To Begin

From the second page of the P/C menu, select *Setup » Forms » Enter*.

Entering Forms

From this screen, you can work with both new and existing forms. If a form exists for the form ID you specify, that form appears and is available for changes or deletion.

Enter the following information:

[?] *1. Form ID

Enter the ID for this form, or **[F1]** to scan through the existing forms on file. If the form ID you specify already exists, the information for that form displays and may be changed or deleted as usual. You also may use one of these options:

Options:

[F2] to display the form as it currently exists (see the section titled "Displaying the Form" later in this chapter)

[F3] To delete the form.

[F5] To print a test form, substituting "X's" or "9's" for each field that you have selected to print (see the section titled "Testing the Form" later in this chapter)

[F6] To copy an existing form to a new form (see the section titled "Copying a Form" later in this chapter)

2. Type

Enter the corresponding code for the type of form. Options include:

C	Check
R	ROE
T	T4
A	T4A
R	Releve 1

3. Description

Enter a meaningful description for this form.

4. Width

Enter the number of columns that may be printed on a form. Your entry here is determined by the width of your form, as well as the setting on your printer for

characters per inch (or "pitch").

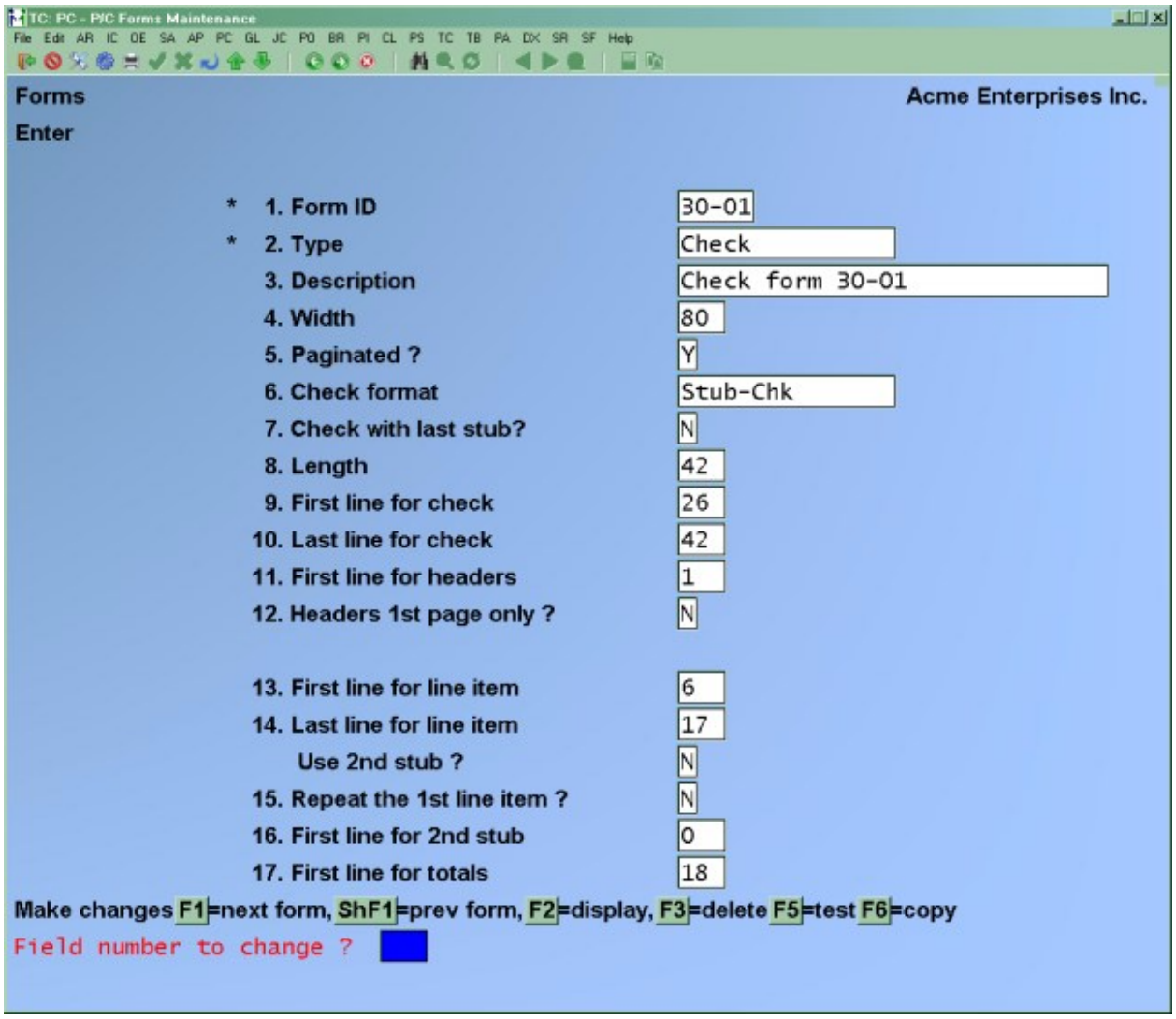
5. Paginated ?

Answer **Y** if the form has a fixed length and does not require a form feed - normally associated with continuous form checks.

Answer **F** if the form has a fixed length but requires a form feed to be sent in order to eject the page - normally associated with laser form checks.

Check Forms

If you are working with a check type form, the screen will appear similar to the following:


TC: PC - P/C Forms Maintenance
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Forms
Acme Enterprises Inc.
Enter
* 1. Form ID 30-01
* 2. Type Check
3. Description Check form 30-01
4. Width 80
5. Paginated ? Y
6. Check format Stub-Chk
7. Check with last stub? N
8. Length 42
9. First line for check 26
10. Last line for check 42
11. First line for headers 1
12. Headers 1st page only ? N
13. First line for line item 6
14. Last line for line item 17
Use 2nd stub ? N
15. Repeat the 1st line item ? N
16. First line for 2nd stub 0
17. First line for totals 18
Make changes F1=next form, ShF1=prev form, F2=display, F3=delete F5=test F6=copy
Field number to change ?

6. Check format

Enter the number corresponding to the format of your check. For example, Stub-Check-Stub is most common with laser forms where the check portion of the forms is printed between the 2 stubs. Options available include:

1 Check - Stub
2 Stub - Check
3 Stub - Stub - Check
4 Stub - Check - Stub
5 Check - Stub – Stub

7. Check with last stub?

Answer **Y** if you want the check portion printed on the last stub where there are multiple stubs for one check.

If you answer **N**, the check will be printed on the first stub.

8. Length

Enter the number of lines on each form. Your entry here should represent the entire length of one form, including any area at the top and bottom of the form that you wish to leave blank.

Besides the length of the form, the number of lines you enter here is determined by the setting on your printer for the number of lines per inch.

9. First line for check

Enter the first line number of the form on which the check is to print.

10. Last line for check

Enter the last line number of the form on which the check prints.

11. First line for headers

Enter the first line number of the form on which the header is to print.

12. Headers 1st page only ?

Answer **Y** to print header information on only the first page of the form. Answer **N** to print it at the top of every page of the form.

13. First line for line item

Enter the line number on which the first line of transaction details is to print. Your entry must be higher than the line number specified for "First line for headers" (field number 7).

14. Last line for line item

Enter the line number on which the last transaction detail is to print. Your entry must be higher than the line number specified for "First line for line items" (field number 9).

Use 2nd stub?

If you are using a multi-stub form (i.e. stub-stub-check, check-stub-stub, or stub-check-stub) you are offered the option of continuing the transaction detail onto the second stub.

Should you use the second stub for internal records, you may want to answer **N** to this.

15. Repeat the first line item?

For multi-stub forms, answer **Y** if you want to repeat the transaction detail on the second stub.

16. First line for 2nd stub

For multi-stub forms, enter the first line to begin printing the detail for the 2nd stub.

17. First line for totals

Enter the first line of the form to begin printing the check totals.

Make changes as usual. For an existing form, you are then asked "View/change form layout ?". Answer **Y** if you wish to review or work with any of the fields to be printed on the form.

Government Forms

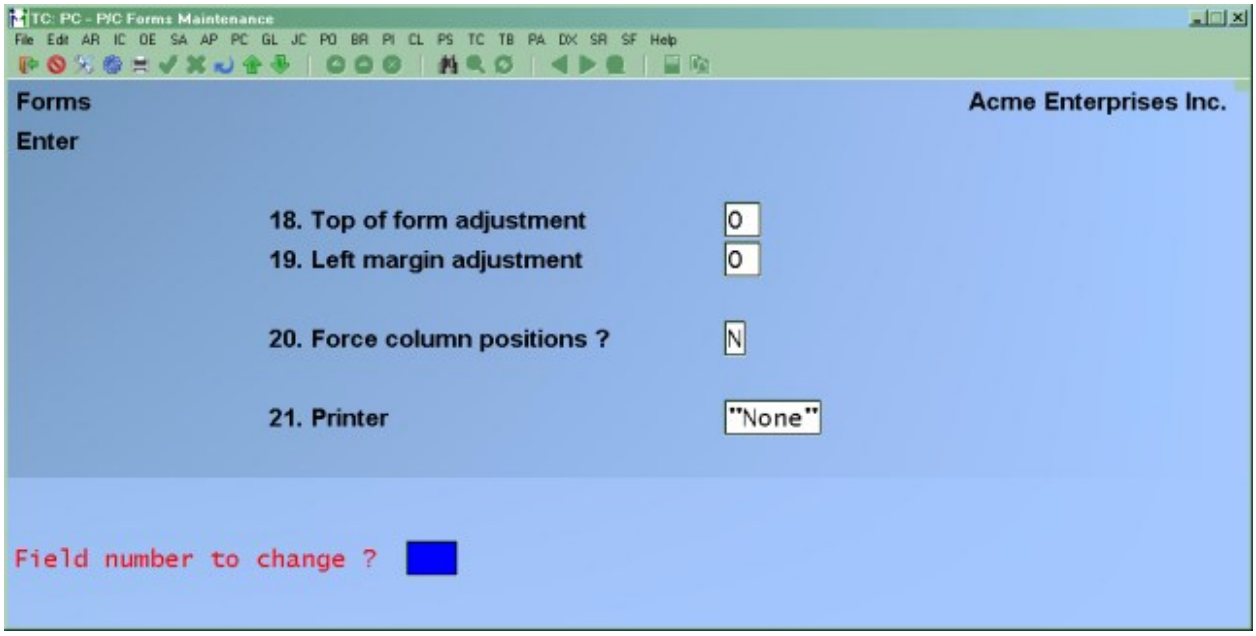
If you are working with a T4, T4A, Releve 1, or ROE type form you will be prompted with the following field:

Length

Enter the number of lines on each form. Your entry here should represent the entire length of one form, including any area at the top and bottom of the form that you wish to leave blank.

Besides the length of the form, the number of lines you enter here is determined by the setting on your printer for the number of lines per inch.

Make changes as usual. Press enter at “Field number to change” and a second screen appears:


TC: PC - P/C Forms Maintenance
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Forms
Acme Enterprises Inc.
Enter
18. Top of form adjustment
0
19. Left margin adjustment
0
20. Force column positions ?
N
21. Printer
"None"
Field number to change ?

These fields are for making small adjustments to the form.

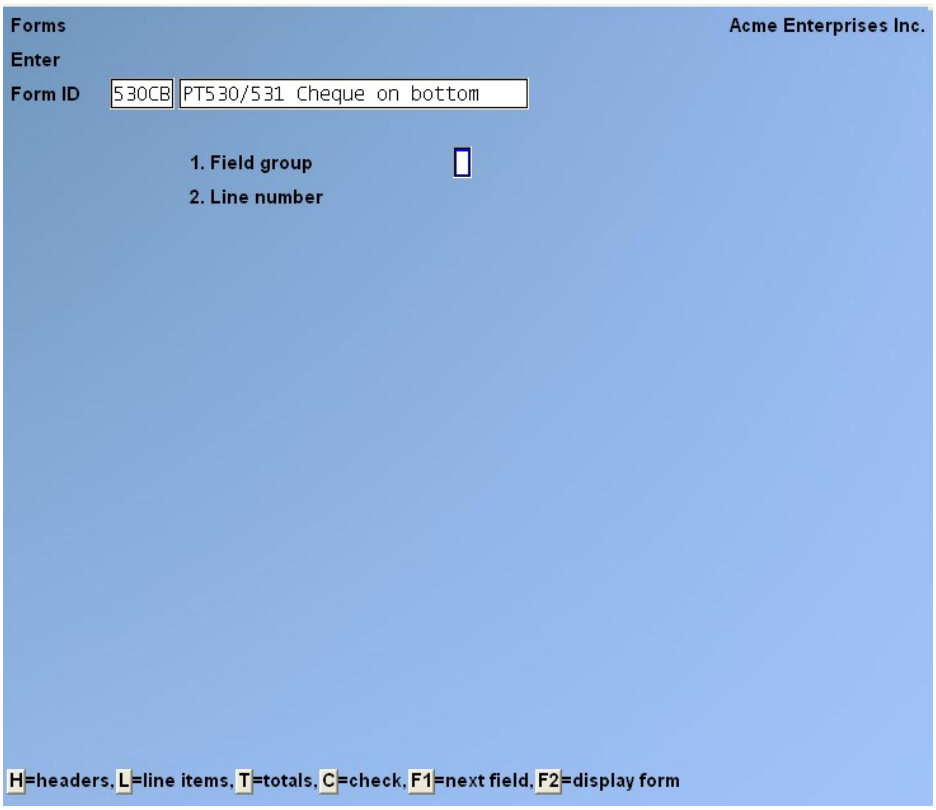
[?] 21. Printer

Use the Printer flag to identify the default printer for cheques or government forms such as T4s. Follow the system prompts.

For an existing form, you are then asked "View/change form layout ?". Answer **Y** if you wish to review or work with any of the fields to be printed on the form.

Form Fields and Layout

On this screen, you describe each field to be printed on the form. Up to 200 fields may be selected to print on each form. For each field, enter the information as follows:



1. Field group

Enter **C** if the field is part of the Check, **H** if the field is part of the Header group on the stub, **L** for the Line Item group of the stub, or **T** for the Totals group of the stub. You may also use **[F1]** to scan through the fields on file for this form, or **[F2]** to display the form as it appears so far (see the section titled "Displaying the Form" later in this chapter).

2. Line number

Enter the line number on which this field is to print, **[F1]** to display the next field on file within this group, or **[F2]** to enter a calculation for later use by the "Calculation register" field (see the section titled *Calculations* for instructions on using this function).

Enter the line number within the group on which this field is to print. For example, if you specified that the first line for headers is 4 and the first line for line items is 10, there are 6 lines available for the header group. This means that line numbers 1 through 6 would be valid entries here.

If you pressed **[F2]** to do a calculation, refer to the section titled *Calculations* for further instructions on using this function.

3. Column

Enter the starting column in which to print this field, **[F1]** to display the next field on file within this group that is on or above the specified line number, **[F2]** to insert a new line within this group, or **[F3]** to delete the current line within this group.

Your entry may not be greater than the width of the form.

The screen will then display a selection box similar to the screen below:

The window which displays at the bottom of this screen shows the first fields available for printing in the selected area of your form. (Your screen may appear slightly different depending on whether you are entering a Check, Header, Lint Item, or Totals field.) There are several more windows showing additional fields which you may select to print.

To see the additional windows, press **[PgDn]**. To return to a previous window, press **[PgUp]**.

If you had previously selected any of these fields to print on this form, an asterisk appears next to the field number.

Continue entering the information as follows:

4. Field number

Enter the number of the field that you wish to select, **[F1]** to display the next field on file that is on or after this line number and column number, **[F5]** to display a list of descriptions for the available fields, or **[Enter]** to enter a literal (text) instead of a field number (see the section titled *Literal Fields* later in this chapter).

If you are entering a printer function, skip to the subsection titled *Printer Features* immediately following the "5. Conditional print ?" field explanation.

5. Conditional print ?

Answer **Y** if this field is to print only when some field (to be specified next) meets a specific condition. Answer **N** if this field should always print.

If you answer **Y**, these additional fields appear:

When Field-#

When the field selection window appears, enter the number of the field upon which printing is dependent. Use the **[PgUp]** and **[PgDn]** keys to see additional windows.

is
(value)

Enter the conditions that this field must meet in order for the field being defined to print.

First, enter one of the following abbreviations:

EQ = equal to
NE = not equal to
GT = greater than
LT = less than
GE = greater than or equal to
LE = less than or equal to

Then enter the value that the dependent field must contain to complete the condition. Press **[Enter]** to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

Printing a Field Under More Than One Condition

If you need to print a field when either one condition or another is met, define the field specifying the first condition as described above. Then define the field again, using the same line number, column number, and field number.

After entering the field number, a message informs you that the field is already defined and you are asked if you wish to define a duplicate. Answer **Y** and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other. There is no way to request printing when both conditions are true.

Printer features

Printer features are used to advise the printer to do something special; such as change type size, turn bold on, turn bold off, etc. (For further details on setting up printer features refer to the chapter titled *Printers* in the *System Functions* manual.)

To turn a printer feature on select **3** (Printer feature) at the **4. Field number** prompt and enter the following information:

5. Repeat

Enter the number of times the printer feature you enter below will be repeated.

The most common purpose for entering a value greater than 1 is if you want to physically print a special character (such as graphics) more than once.

[?] 6. Feature code

Enter a valid printer feature code, or **[F1]** to display the next printer feature code on file.

If you are turning a printer feature on such as bold, condensed print, or italics, you will want to start the next printed field on top of the printer feature code since the printer feature code doesn't actually print anything, nor does it take up space on the form.

Helpful Hint

If the field you wish to print is longer than the space allows, one thing you might want to try is setting up a printer feature for condensed print, and a printer feature that returns you to a normal print mode. When setting up a field that is longer than the space on your form allows, you can enter the printer feature code to switch to condensed print, print the field, and then enter the printer feature code to return to normal print mode.

Alternatively, you may even want to set up a printer that prints in condensed print only, and then set up your A/P check form so that it is spaced accordingly.

Alphanumeric, Numeric, Date or Time, and Literal Fields

The remaining fields control the appearance of data on the form. The fields requested depend on the type of field you selected in "Field number" (field number 4). There are four different types:

Alphanumeric fields may contain any combination of letters, digits, and special symbols.

Numeric fields only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Date fields only contain dates.

Literal fields contain text that you type. Most literal fields are defined by pressing **[Enter]** at "Field number", rather than specifying a field number.

Alphanumeric Fields

The following two fields display for each alphanumeric field:

6. Length

Enter the number of characters you want to print in this field, up to the maximum number shown, or **[Enter]** for the maximum length of the field.

7. Justify

Enter **R** to "right-justify" the characters, or **[Enter]** for no justification, to print the characters as entered.

If you specify "right-justify", the characters will be aligned with the right-hand margin of the space for this field.

Numeric Fields

The following five fields display for each numeric field:

6. Integer digits

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or **[Enter]** for the maximum shown.

7. Decimal digits

(If the field has no decimal places, "Not applicable" displays here.)

Enter the number of decimal places you want to print, up to the maximum shown, or **[Enter]** for the maximum shown.

8. Commas ?

(If the field has fewer than 4 integer digits, "Not applicable" displays here.)

Answer **Y** to use commas when printing this field.

9. Leading zeros ?

Press **[Enter]** if you want to have the field displayed with leading blank spaces, **0** to have 0's filling the space in front of the number (i.e. 123.00 is printed 000000123.00), or ***** to have *'s filling the space in front of the number (i.e. 123.00 is printed ******123.00).

10. Negatives ?

(If the field cannot be negative, "Not applicable" displays here.)

Enter the letter which designates how negative numbers are printed, as follows:

R	minus sign to the right of the number [99.99-]
L	minus sign to the left of the number, in a fixed position [- 99.99]
F	minus sign to the left of the number, in a floating position [-99.99]
C	"CR" to the right of the number [99.99CR]
P	enclose number in parentheses [(99.99)]

When you complete entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

Date Fields

The following field displays for each date or time field:

6. Format

For a date field, select the format to use when printing this field, as follows:

1 MM/DD/YY (03/31/99)
2 MMM DD YY (Mar 31 99)
3 MMM DD (Mar 31)
4 DD-MMM-YY (31-Mar-99)
5 Month DD, YYYY (March 31, 1999)

When you complete entry, the print format of the date or time as you have defined it is displayed on the screen.

Literal Fields

The following three fields display for each literal field:

6. Length

Enter the number of characters to be used when printing this field, up to the maximum shown, or [Enter] for the maximum shown.

A total of 1000 characters is available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when less than 150 characters are available.)

7. Text

Enter the exact text to be printed, up to the length specified in field number 6.

Calculations

The calculations functionality built into forms, allows you to compute and store up to 20 figures for later printing on your check forms using the "Calculation register" field.

Calculations are rarely needed for normal check printing. If you are using a standard check format or find no need to make any special calculations, please skip this section.

There are basically two steps to doing a calculation:

1. Enter one or more calculations to gain a desired figure(s).
2. Enter the calculation register(s) to print in your form layout.

To make a calculation, press **[F2]** at the **Line ?** prompt and enter the following data:

2. Sequence #

Enter the sequence in which this calculation is to occur. This is the logical order in which the calculations are made.

The purpose of this field is to allow you to re-use a calculation register once you are finished with it.

3. Register #

Enter the calculation register (from 1 to 20) to store the amount computed from the equation entered below.

This register can then later be used to print using the **Calculation register** field entry.

4. Operand 1

Enter the first operand field to use in the calculation from the window displayed, or **[Enter]** to enter a constant.

5. Operator

Enter one of the following equation operators:

+ Add to Operand 1 to 2

- Subtract Operand 2 from 1

***** Multiply Operand 1 by 2

/ Divide Operand 1 by 2

DIV Divide Operand 1 by 2, but store only the integer portion of the resulting figure; i.e. 8 divided by 5 equals 1.6 but only 1 is stored in the calculation register (the .6 is stripped off).

MOD Modulus division of operand 1 by 2, storing the remainder in the calculation register; i.e. 10 divided by 3 is 3 with 1 left over -- the 1 is stored in the calculation register.

INT Store the integer portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stored as 123 in the calculation register.

FRC Store the fraction portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stores as .54 in the calculation register.

RND Round off Operand 1 and store the resulting figure in the calculation register. When selected you will be asked for a second operand which is

the digit to round off to; valid responses to the second operand are **1** for the 1st decimal, **2** for the 2nd decimal, **-1** to tens, **-2** to hundreds etc..

6. Operand 2

Enter the second operand field used in the calculation from the window displayed, or **[Enter]** to enter a constant.

The following are a few key things to keep in mind about using calculations:

1. When printing checks, the calculation registers are reset for each check section.

2. The sequence number is used to determine the order in which the calculations occur.

3. Calculations from headers, lines, and totals cannot be used interactively.

4. Calculation registers are not actually printed until you enter them in the header, line, or totals sections using the **Calculation register** field.

Displaying a Form

While entering a form, you can press **[F2]** to see what the form looks like so far. Follow the screen instructions.

If one field overlaps another field, either question marks or asterisks appear in the area of overlap.

Question marks display if none of the overlapping fields are conditionally printed, in which case you probably need to change the position of a field.

Asterisks display if at least one of the overlapping fields is conditionally printed. In this case, you may wish to review the definitions of the overlapping fields to ensure that they do not print under the same conditions.

Testing a Form

A test form can be printed which substitutes "X's" or "9's" for each field that you have selected to print. You can print the test on the actual form you intend to use, or on plain paper. (When using *Prepare payment/print checks*, you can also print a test alignment form.)

To test your form, at the first *Forms* screen, display the form you wish to test and press **[F5]**.

Copying a Form

You can rapidly produce a new form by copying an existing form which is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first *Forms* screen, display the existing form that you wish to copy and press **[F6]**.

A window displays for you to enter the following information:

Copy to form ID

Enter the ID of the new form. The form ID will be automatically created during the copy process if it does not already exist. After the copy process is complete, you may change the new form as needed.

Printing a Forms List

This selection prints a report that lists the forms you have defined. You may select to print a specific form, a range of forms, or all forms.

For each form on the list, you are shown general information (description, form width, if form is paginated, etc.). The field definitions for each form type may also be optionally printed.

From the *Forms* menu, select *Print*.

On the screen which appears, enter the following:

[?] 1. Starting form id
[?] 2. Ending form id

Enter the range of form ID's for which to print the list. Follow the screen instructions.

3. Print fields ?

Answer **Y** to print the information defined for each field on a form. If you answer **N**, only the general information about a form is printed.

NOTE: Many fields are defined for each form type of the pre-defined forms supplied with Payroll. Selecting to print fields for several types may require a significant amount of time and paper.

Loading Standard Forms

Samco provides a number of standard check and government forms which you can use.

To make these forms available for use you must first run the *Load* function from the *Forms* menu.

Answer **Y** to continue with the import, or **N** to cancel.

Printing a Field Location Grid

The field location grid is a tool to help you lay out your form properly. When you print this grid right on your check form, you will see the exact rows and columns of every piece of check information. You will then be able to specify the exact row and column for each piece of information when you are requested to do so later.

To begin, select *Grid* from the *Forms* menu. From the screen displayed enter the following information:

1. # of rows on the form (top to bottom)

Enter the number of rows to appear on the grid. The number you enter here corresponds to the number of rows on your invoice form.

You can also use **[F1]** to use 66 rows, which corresponds to regular 8 1/2" x 11" paper, 6 rows per inch, with no top or bottom margins.

2. # of print columns (left or right)

Enter the number of print columns to appear across the page on the grid, or use **[F1]** to use 80 columns, which corresponds to regular 8 1/2" x 11" paper, 10 character per inch, with 1/4" left and right margins.

The printer should always be ready to print in location 1,1 (that is row 1, column 1).

On the next screen type **DONE** and the grid prints.

After the grid is printed, you are asked whether you want to print it again. If you answer **Y**, another grid prints; if **N**, you are asked to mount regular paper.

Chapter 17

Employee Data

The *Employee* function is used to create and maintain employee data which can be accessed, utilized, and updated by various other programs.

Three types of data are maintained in the master file for each employee:

1. Personal information
2. Bank account info for Electronic Funds Transfers
3. Year-to-date financial totals

The personal data and bank account information may be entered via this program. The year-to-date financial totals may be entered during conversion from the existing payroll system.

Once the operator has entered transactions for the employee, no changes should be made to the year-to-date totals for T4 slips except by the processing of cheques. In some cases, whether because of improper setup, legislation changes, or computer crash, these totals may be found not to reflect the accurate financial position of the employee. In such cases, correct totals can be entered here, **but be sure that all such manual changes are reflected in your General Ledger, the payroll package will NOT make the correct entries.**

Certain information is mandatory for each employee's record:

1. Name
2. Gender
3. Status
4. Department
5. Occupation
6. Group

7. RCT/Business #
8. Number of pays in year
9. Exempt from Tax, CPP/QPP, EIC
10. Province for taxation
11. Miscellaneous deduction category
12. Federal TD1 net claim amount
13. Quebec TPD1 net claim amount

The system details program establishes the only valid responses for:

1. Status
2. Department
3. Occupation
4. Group
5. Accrual and receivable descriptions
6. RCT/Business numbers

Personal choice item codes are set up in the transaction code maintenance program. Before entering employee records, it is recommended that you have on hand a print-out of valid responses. If you have to exit in the middle of an employee to look up the correct response, you will be forced to re-enter that employee in many cases.

Data Entry Considerations

The following are some things to consider when entering data into each employee's record. Read through these carefully before entering employee master data.

Personal choice items

The payroll system permits a number of non-standard benefits and deductions for each employee. A maximum of 999 personal choice items may be entered, using a transaction code and the appropriate dollar or percentage value. Generally these items are those which permit the employee to opt in or out of the transaction or where there is no easy way using transaction code maintenance to establish the actual amount. Typical items are:

1. Canada Savings Bonds
2. Garnishees
3. Group life insurance deductions
4. Group life insurance benefits
5. Company owned automobile benefits

Accruals & Receivables

The system allows up to 5 accounts to be entered here for accrual. For further information see the section on Accruals and Receivables in the System Details program.

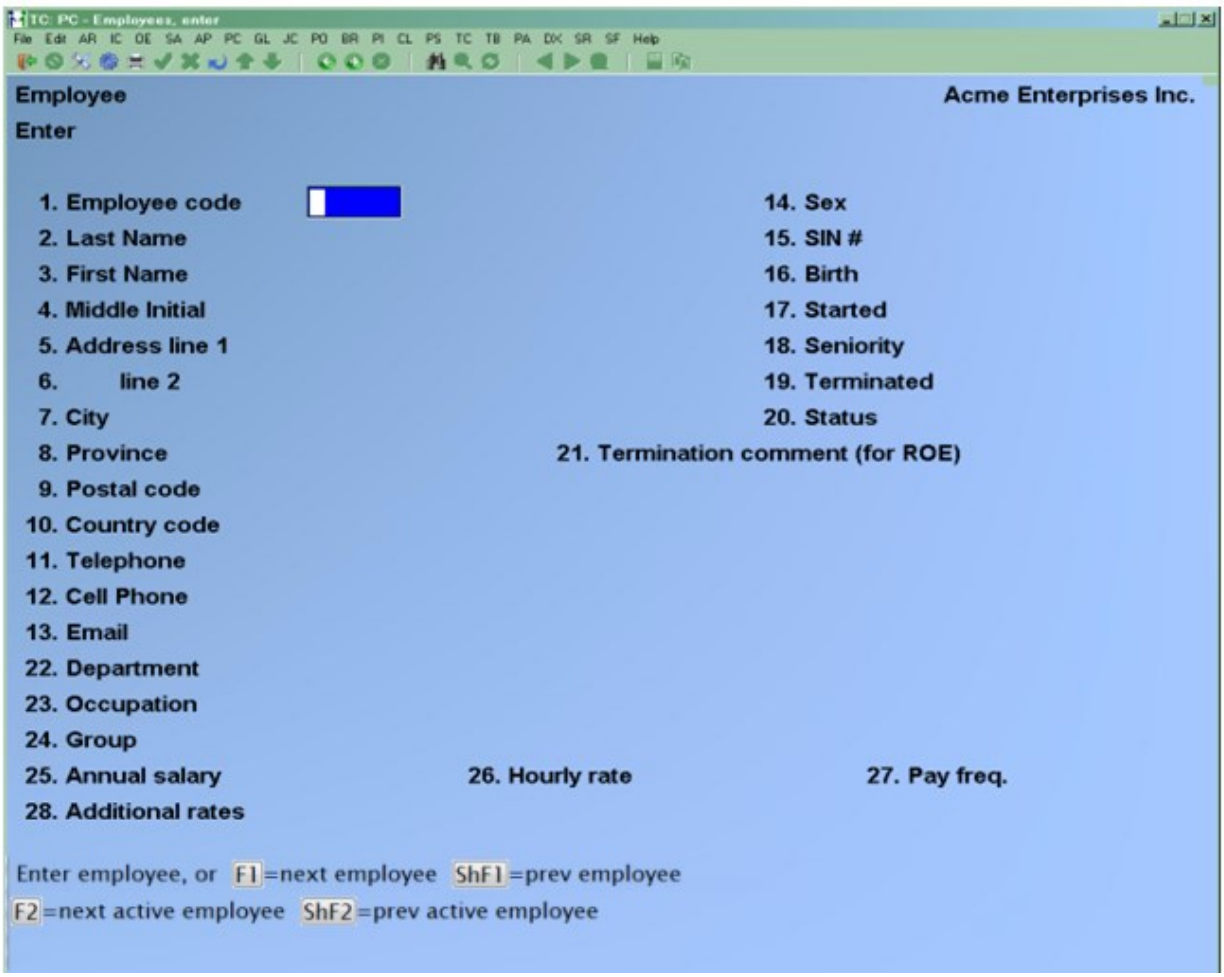
For the percentage rate, enter the percentage of the transaction amount which is to be

added to this account. In the case of, say, a loan to the employee, 100% is entered, and the amount to be repaid from each pay cheque is specified under personal choice items. Typical accounts and rates might be:

1. Vacation pay - 4% to 6%
2. Statutory holiday pay - 6%
3. Sick pay - 2%
4. Advances receivable - 100%

To Begin

From the *Payroll* main menu select *Employees* » *Enter*.



You may scroll through employees using the F1 key to view all employees, or the F2 key to view only employees that are active.

Enter the following data:

1. Employee code

The employee code consists of 6 characters assigned by your staff as the means to

reference an employee within the payroll system. The system permits the use of 6 letters, 6 numbers or any combination of 6 letters and numbers. The computer always converts lower case letters to upper case.

If the code entered is already used, the employee's record with that code will be displayed for editing or deletion. To delete an employee, press the **[F3]** key after bringing up the employee information.

The Payroll system does not actually "delete" employees. Rather, they are tagged for deletion and removed at year end.

New employee codes are validated against historical records to ensure that the user does not re-use an employee code before the records can be purged out as part of the normal processing of Payroll. The protection override is available should the user wish to add back an employee previously terminated and deleted.

Delete an employee

You can only delete an employee if there are no historical accumulators and no detail transactions on file for that employee. As per the CRA's Keeping Records publication, the system will not allow you to purge any data that is dated within the recommended 7 year retention period. When you are ready to delete an old employee, purge the historical accumulators and detail transactions for that employee then, delete [F3] the employee.

When you add a new employee, if the employee code is not correct and you have not posted any transactions for the employee, then simply delete [F3] the incorrect employee record and add a new one.

You can only re-assign an employee code if all traces of the original employee have been purged from the system.

Active and Inactive employees

An employee is rendered "inactive" when the status code on the employee record is A, B, C, D, E, F, G, H, J, K, L (all termination codes used when issuing an ROE). This, because the employee is terminated and an ROE issued.

As per Services Canada, you must issue an ROE for a casual employee who has not done any work or earned any insurable earnings for 30 days. Therefore, you must change the status on the employee record to A, B, etc. when you terminate the employee and issue an ROE. Hence, the casual employee is inactive.

When an employee, casual or otherwise, is recalled and you change the status code to indicate that the employee is eligible to be paid, the employee becomes "active" by default.

Terminate / Reinstate employee

Terminate

At termination the system checks the employee's accrual amounts to ensure that no monies are left owing.

Type the employee code [ENTER]. Select the Terminated date field. The system will display the message * Accrual in accumulator 999 is not equal to zero…..Press ENTER to continue (where 999 is the actual accumulator number). Each time you press [ENTER], the system displays the next accrual that is not equal to zero and then returns to Field number to change?. If one or more accruals are not equal to zero then the employee cannot be terminated. When an employee is successfully terminated, the employee can then be deactivated (formerly deleted/marked for deletion).

Note: When preparing the final payroll for an employee salary, regular and overtime/double time earnings normally attract vacation pay. Best practice is to enter and post earnings transaction(s) for the employee and then enter and post the vacation pay transaction to payout the value of the vacation accrual for the employee.

Reinstate

To reinstate an employee, type the employee code [ENTER]. If the employee has been de-activated, the system will prompt first to re-activate. Type Y(es) [ENTER]. The cursor will move to the start date field. Type the new start date [ENTER]. The cursor will move to the terminate date field; press [F1] to re-instate the employee. The cursor will move to the status field; enter the new status (e.g. 1 – Full time).

If the employee has not previously been de-activated, select the [Terminated date] field at the field number to change prompt, press [F1] to re-instate the employee and then update the employee's status.

There is no limit to the number of times that an employee can be terminated and reinstated.

Search Employees

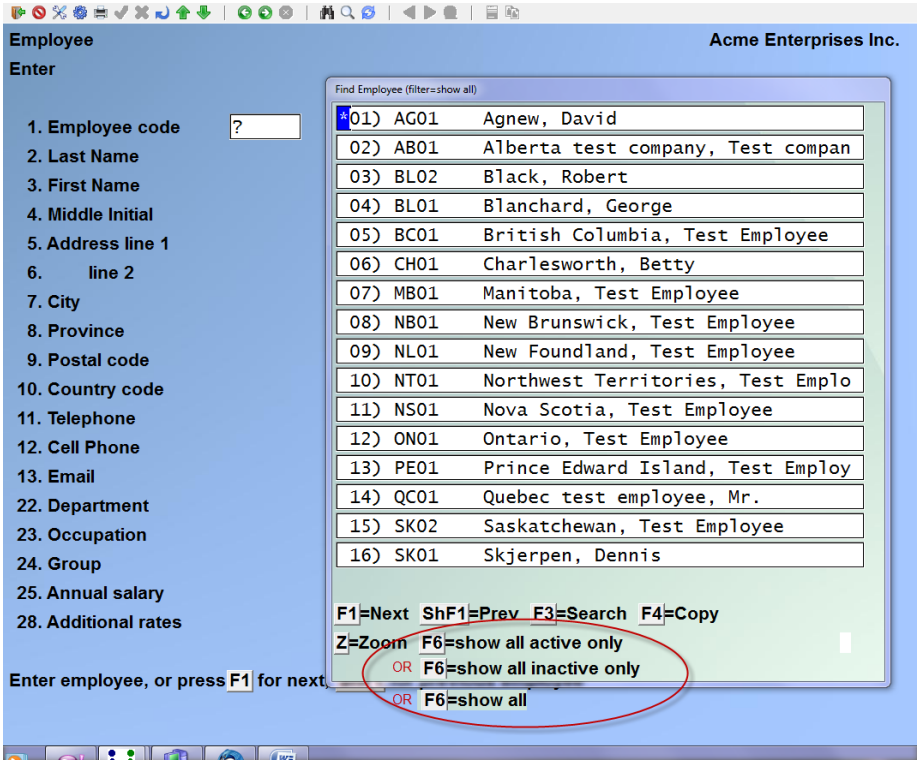
F8/E or ?

Use the [F6] to toggle between

- showing only active (current) employees,
- showing only inactive employees
- showing all employees on file, even those that have been rendered inactive.

Find employee pop-up window

When you use the find [?] function, to locate an employee, direct your search to All, Active or Inactive employees by using the [F6] key to cycle through the options:



The system will display only one of **F6=show all active only, F6=show all inactive only** or **F6=show all** at any given time. Use the **F6** to cycle through the options available.

2. Last name
3. First name
4. Middle initial

Enter the employee's last name, first name, and middle initial.

5. Address line 1
6. Address line 2
7. City
8. Province
9. Postal Code
10. Country Code

When you enter the province or state, either Canada or USA displays in this field.

11. Telephone
12. Cell phone

Enter the employee's address and telephone information.

13. Email

Enter employee's email address.

14. Sex

Enter **M** for Male, or **F** for Female.

15. SIN #

Each social insurance number consists of 8 digits plus a ninth one (the check digit) which is computed from the first 8. The system performs a validation check on each SIN number. When you are entering the SIN, the system automatically skips over the dashes between the three sections of the full SIN. If you don't know the number, press **[Enter]**.

If an invalid SIN is entered, an error message is displayed.

16. Birth

The employee's date of birth is a required field and cannot be left blank. If the date of birth is unknown, you must cancel processing by pressing **[Esc]** and re-enter the employee record at a later date.

The date of birth is required for the calculation of the Canada Pension Plan and Unemployment Insurance deductions. The date is entered in the format MMDDYY with no spaces or non-numeric characters. The system checks the date for validity and re-displays it with slashes edited in. The computer will then assume that the employee is not exempt from EIC or CPP by reason of age

17. Started

This date is used in preparing the separation information required by the Employment Insurance Commission. The date is entered in the format MMDDYY with no spaces or non-numeric characters. The system checks the date for validity and re-displays it with slashes edited in.

18. Seniority date

This date is used by the *Reports » Seniority* report.

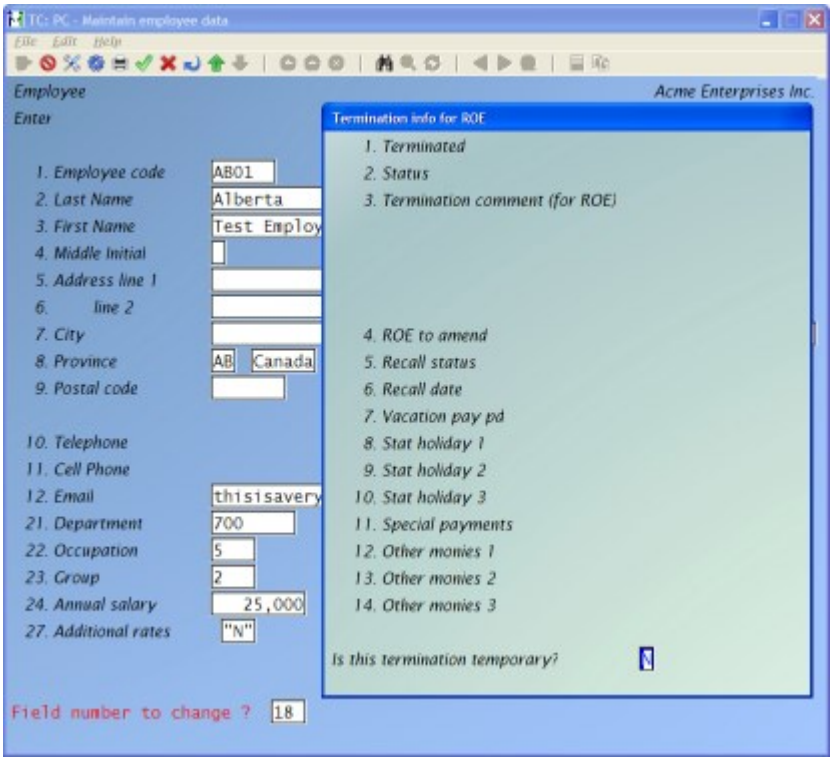
19. Terminated

This date is used in preparing the separation information required by the Unemployment Insurance Commission. The date is entered in the format MMDDYY with no spaces or non-numeric characters. The system checks the date for validity and re-displays it with slashes edited in.

Temporary and Permanent layoff/termination

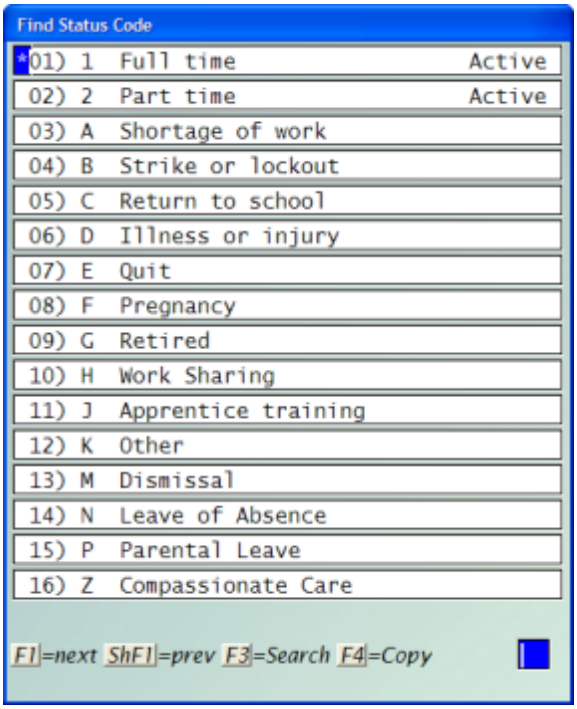
The terminating of an employee requires several other fields to be completed in order to meet with ROE WEB requirements, including explanations of the various status codes and provision for entering in any extra monies paid with the last paycheque.

When you enter into the field Terminated, a new window displays.



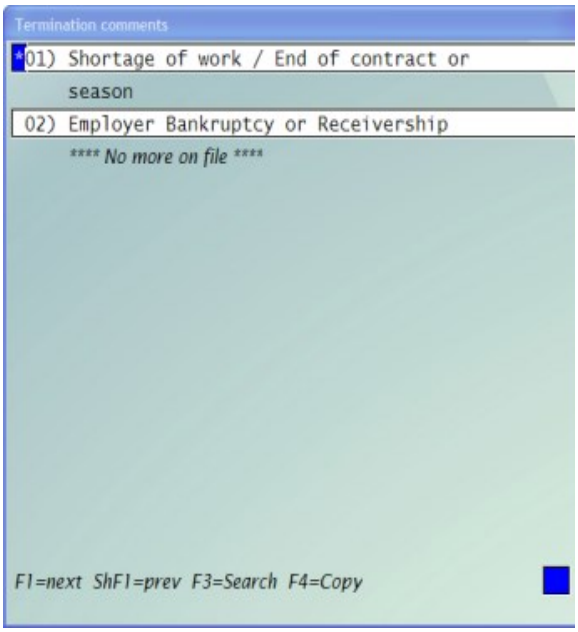
Indicate if this is a temporary termination or a permanent one. Answer Y if the termination is temporary, N if the termination is permanent. If the termination is temporary, then there is no checking of the accruals to ensure that they are at 0.00 first. A permanent termination requires that any accruals be paid out entirely first. Regardless, all other fields are entered exactly the same.

- Enter the terminated date
- Enter the new status code, or use ? / / to look up, and choose the appropriate code. (Statuses 1 and 2 are examples only)

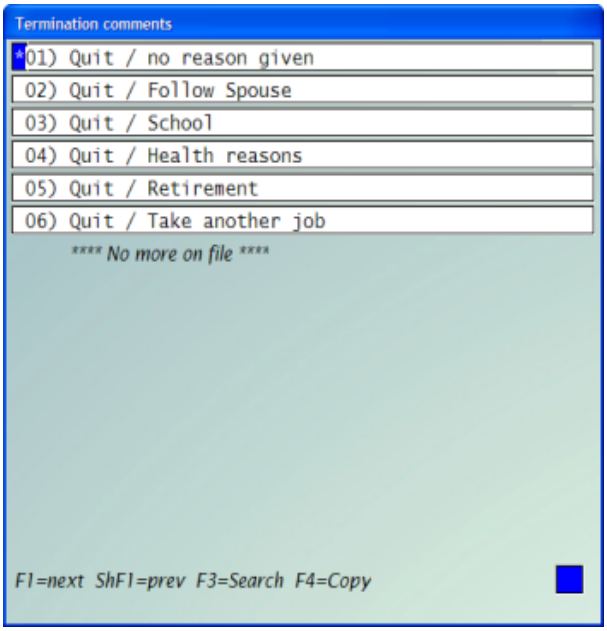

Find Status Code
01) 1 Full time Active
02) 2 Part time Active
03) A Shortage of work
04) B Strike or lockout
05) C Return to school
06) D Illness or injury
07) E Quit
08) F Pregnancy
09) G Retired
10) H Work Sharing
11) J Apprentice training
12) K Other
13) M Dismissal
14) N Leave of Absence
15) P Parental Leave
16) Z Compassionate Care
F1=next ShF1=prev F3=Search F4=Copy

- If you select the status code for termination type A (Shortage of Work), E (Quit), G (Retirement) or M (Dismissal), a second window is displayed for you to select the pre-defined explanation which is required by the ROE WEB system.

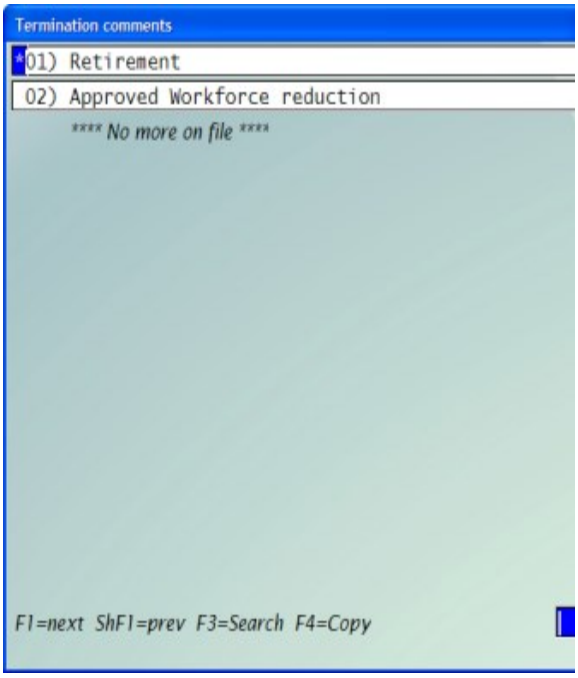
Shortage of work – chose one of the options


Termination comments
*01) Shortage of work / End of contract or season
02) Employer Bankruptcy or Receivership
**** No more on file ****
F1=next ShF1=prev F3=Search F4=Copy

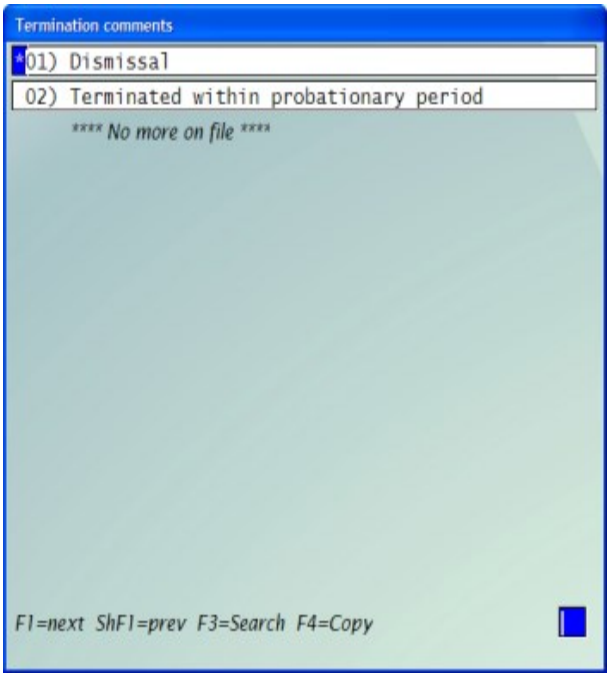
Quit – choose one of the options


Termination comments
*01) Quit / no reason given
02) Quit / Follow Spouse
03) Quit / School
04) Quit / Health reasons
05) Quit / Retirement
06) Quit / Take another job
**** No more on file ****
F1=next ShF1=prev F3=Search F4=Copy

Retired – chose one of the options



Dismissal – choose one of the options



If this is an amended ROE, enter the original number

- Enter in the RECALL status, and the recall date if known;
    - Y – Yes
    - N – No
    - U – Unknown
    - S – Unspecified

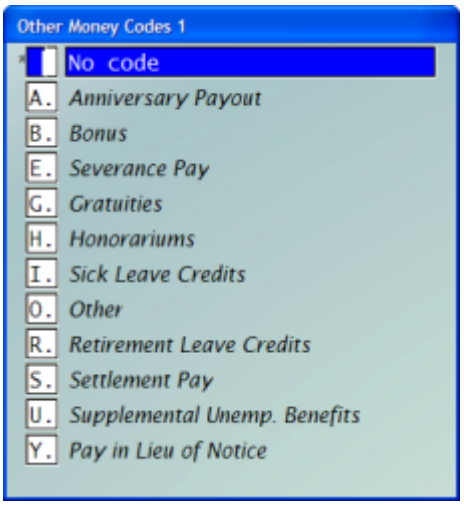
The remaining 8 fields are for recording any extra payments that were included on the employee's last cheque.

- Vacation pay pd – enter the amount of vacation pay paid out on the last cheque

- Stat holiday – enter the date of the statutory holiday being paid and then the amount paid for that day.
    - There are three spaces available for statutory holidays

- Special payment – enter the date the special payment was made, the amount, then indicate if the payment was by DAY or WEEK
  for Paid sick leave or wage loss insurance.

- Other monies – enter any other monies that may have been paid with the last cheque, selecting from the list of available codes
    - There are three spaces available for other monies



20. Status

After the operator enters a valid code, the computer will display the description set up

in the system details program. Enter 0 to 9 or A to Z.

21. Termination Comment

This information is used on the ROE.

22. Department

The computer bypasses this field if you are not using department codes. The department code entered here will become the default value for this employee in the various programs that require a department code. After a valid department code is entered, the system will display the description set up in the system details program. You may enter up to 3 digits.

23. Occupation

After a valid code is entered, the system will display the occupation description set up in the system details program. Enter up to 4 digits.

24. Group

The computer will bypass this field if you are not using group codes. After a valid code is entered, the system will display the group description set up in the system details program.

RCT/Business #

Enter the alternate RCT/Business # that this employee is reported for (T4 and T4A) or press **[Enter]** for the default RCT #. Both the default and alternate RCT/Business #'s are set up in *Maintain payroll control data*.

Rate and Salary Usage

Refer to the following table to determine whether the annual salary and hourly rate fields are displayed automatically by the program or whether you are required to enter this information. This is determined by your entries in *Occupations & Wages* for wage rate and salaried position.

Entries Under Occupation Code		System Prompts	
Salaried	**Wage Rate**	**Annual Salary**	**Hourly Rate**
Y	Zero	Enter a value greater than zero.	Calculated as salary/(52 x no. of hours per wk)

N	Zero	Zero displayed.	Enter a rate greater than zero.
Y	Non-zero	Enter a rate greater than zero.	Rate is displayed as zero.
N	Zero	Zero displayed.	Rate is displayed.

25. Annual salary

The annual salary is required for all salaried employees. The payroll system will automatically calculate the correct amount for the pay period as specified in Pay freq.

26. Hourly rate

The hourly rate will be displayed by the system if the employee's occupation is linked with a specific rate of pay. Otherwise enter the amount. You may enter 3 digits after the decimal point, taking the rate to a tenth of a cent.

27. Pay freq.

Enter the number of pay periods in the year. Valid entries include:

10 - for school systems
12 - monthly
13 - for supermarkets
20 - for school systems
22 - for school systems
24 - semi-monthly
26 - biweekly
52 - weekly

28. Additional Rates

The employee may have different rates set up on the master record in the field – "*Additional rates*". This field will show "N" when there are not rate table entries, "Y" when additional rates are present. Also, pressing [F5] while in the annual salary field or the hourly rate field will bring up the window for additional rates.

The purpose of this option is to have a table of rates for employees where they get paid a different rate when doing a different job. For example, someone in a restaurant might get paid one rate for waiting tables, another for hosting and another for tending bar.

If you enter "Y" for additional rates, a window will appear for you to enter the following:

- Transaction code
- Occupation code
- Department

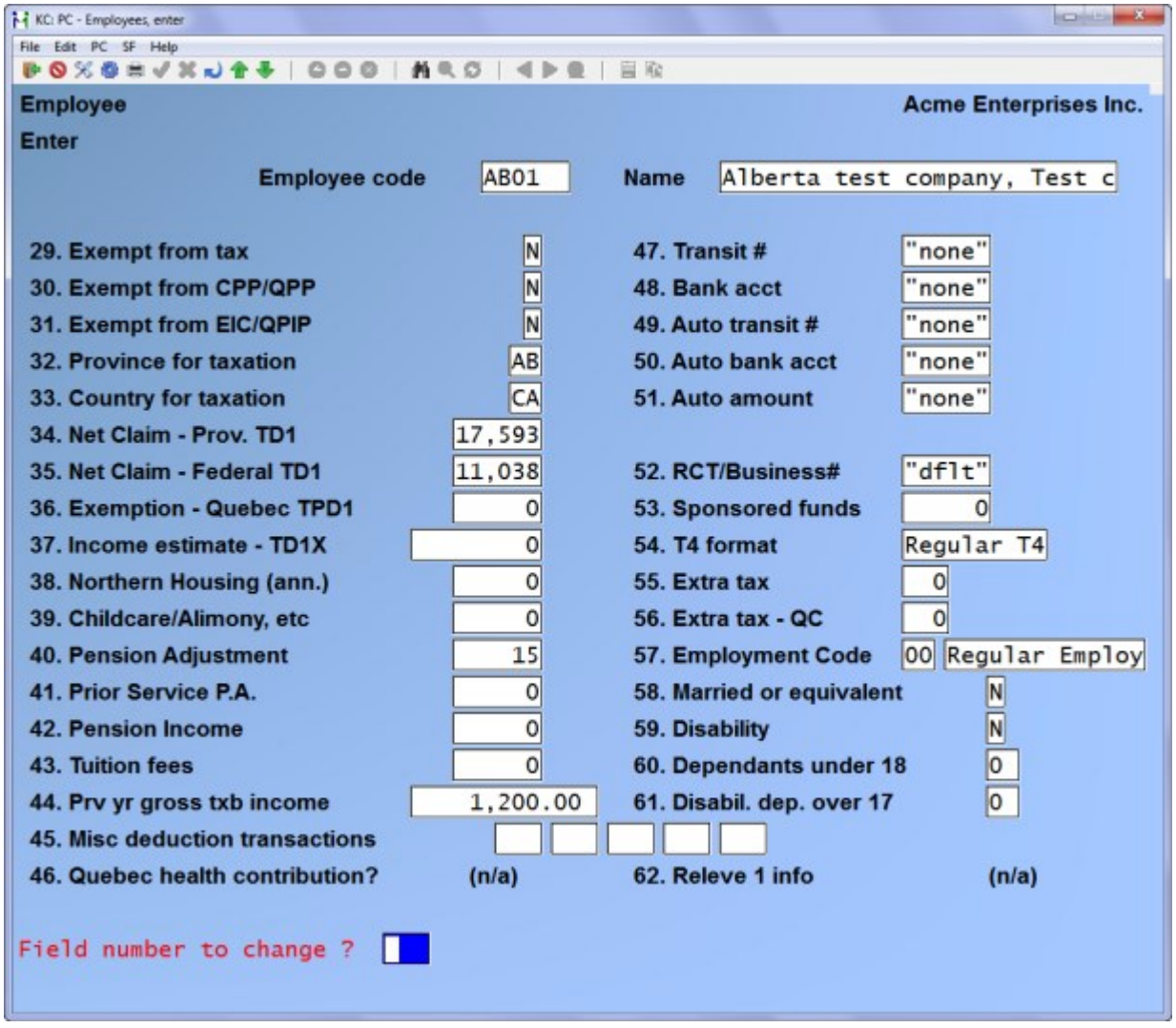
- Hourly-rate

Since these are non-standard rates, all the various possibilities should be set up here. (e.g. Regular time and Overtime or Double time if needed).

At the time of transaction entry, pressing [ENTER] in the transaction code field will bring up the employee rate table. Select the appropriate code and rate, then press [F4] to copy the fields into the transaction entry

When editing/entry is complete, make any necessary changes and press **[Enter]** at "Field number to change ?".

Employee data entry screen 2 of 3 is displayed:


KC: PC - Employees, enter
File Edit PC SF Help
Employee
Acme Enterprises Inc.
Enter
Employee code AB01
Name Alberta test company, Test c
29. Exempt from tax N
30. Exempt from CPP/QPP N
31. Exempt from EIC/QPIP N
32. Province for taxation AB
33. Country for taxation CA
34. Net Claim - Prov. TD1 17,593
35. Net Claim - Federal TD1 11,038
36. Exemption - Quebec TPD1 0
37. Income estimate - TD1X 0
38. Northern Housing (ann.) 0
39. Childcare/Alimony, etc 0
40. Pension Adjustment 15
41. Prior Service P.A. 0
42. Pension Income 0
43. Tuition fees 0
44. Prv yr gross txb income 1,200.00
45. Misc deduction transactions
46. Quebec health contribution? (n/a)
47. Transit # "none"
48. Bank acct "none"
49. Auto transit # "none"
50. Auto bank acct "none"
51. Auto amount "none"
52. RCT/Business# "dflt"
53. Sponsored funds 0
54. T4 format Regular T4
55. Extra tax 0
56. Extra tax - QC 0
57. Employment Code 00 Regular Employ
58. Married or equivalent N
59. Disability N
60. Dependants under 18 0
61. Disabil. dep. over 17 0
62. Releve 1 info (n/a)
Field number to change ?

Enter the following data:

29. Exempt from tax

Enter **Y** if the employee is tax exempt. The default value is **N**. This exemption applies to both Quebec and Federal income tax. Certain classes of persons are exempt from the liability to pay income tax, e.g. persons living on an Indian reserve or subject to a vow of poverty.

30. Exempt from CPP/QPP

Enter **Y** if the employee is CPP/QPP exempt. The default value is **N**.

The exemption from CPP/QPP is most commonly used when an employee works in more than one tax jurisdiction. A separate employee record must exist for each jurisdiction.

The computer automatically deducts CPP/QPP for each employee record until the annual maximum is reached on each employee record. Thus the employee might have more than the maximum deducted when the two records are combined. To prevent this, the situation must be monitored. Once the combined deduction reaches the annual maximum deduction, both records should be changed to show the employee as exempt from CPP/QPP for the balance of the current calendar year. If this is done, it is absolutely essential that the records be set back to "N" before printing the T4 slips and commencing the payroll for the ensuing year. Exemptions because of age will be taken care of automatically by the computer.

31. Exempt from EIC/ QPIP

Enter **Y** if the employee is EIC exempt. The default value is **N**

Normally the date of birth is used to determine whether the EIC deduction is to be taken. If an employee is exempt for reasons other than age, enter **Y** and the computer will not calculate a deduction. The most common case of exemption from EIC is where the employee and/or the employee's spouse control more than 40% of the issued voting shares of the corporation.

32. Province for taxation

Enter the two letter abbreviation for the province in which the employee works. Each employee must have a tax jurisdiction for income tax deduction purposes. The following 2-letter abbreviations are the only valid entries:

BC	British Columbia
AB	Alberta
SK	Saskatchewan
MB	Manitoba
ON	Ontario
PQ	Quebec
PE	Prince Edward Island
NB	New Brunswick
NF	Newfoundland

NS	Nova Scotia
NN	Nunavit
YT	Yukon Territories
NT	Northwest Territories
ZZ	Federal or Out of Country

If the employee works in more than one tax jurisdiction during the calendar year, a separate employee record must exist for each jurisdiction to ensure correct T4 information.

When the province for taxation is ZZ, then the TD1 amount can be below the minimum allowed for the payroll year. The tax calculation process calculates the "FTX", then does the ZZ calculation instead of the provincial calculation. The ZZ calculation adds 48% of the basic federal tax, minus the federal funds credit (the federal LCP value); then, it adds in the federal surtax amount (normally zero).

33. Country for taxation

Enter the two letter abbreviation for the country in which the employee works. Each employee must have a tax jurisdiction for income tax deduction purposes.

34. Net Claim - Prov. TD1

Enter the dollar value of the net Provincial claim from the employee's TD1 form. The default value is the minimum net claim.

35. Net Claim - Federal TD1

Enter the dollar value of the net Federal claim from the employee's TD1 form. The default value is the minimum net claim.

36. Exemption - Quebec TPD1

Enter the dollar value of the exemption from the employee's TPD-1V form (if any). The default value is the minimum net claim. This field is bypassed for provinces other than Quebec.

When Quebec income tax is collected directly by Quebec, the net claim is determined from the TPD-1V form filled in by the employee. The amount of the exemption defaults to the minimum for a single person. The maximum allowable value is five times the minimum. The Quebec exemption is not the same value as the Federal exemption. If the employee's tax province is not Quebec, the cursor will automatically bypass this field.

If the employee is remunerated on a commission basis, a TPD-1CV form should be completed. The total exemptions and expenses entered on that form are entered as the exemption - Quebec TPD1.

37. Income estimate - TD1X

Enter zero if the employee does not receive commission income. Enter
Enter zero unless the employee is remunerated on a commission basis and the TD1 and TPD-1V net claim amounts entered previously represent values determined on the TD1X and TPD-1CV forms. If a value other than zero is entered, the employee's tax deductions will always be calculated on the basis that the employee's annual taxable income is the income estimate less the exemptions entered above. **Do not enter an amount in this field for non-commissioned employees!**

38. Northern Housing (ann.)

The northern housing deduction is taken the federal TD1 form filled in by the employee and must obey the rules listed there. Areas eligible for this deduction are specified by the federal government. Note that at least 6 months of the year must be spent at this residence. The amount entered here is the annual amount.

NOTE: Enter the annual amount.

39. Childcare/Alimony, etc

Enter the amount of any child care, alimony, or maintenance payment authorized by the District Taxation Office.

40. Pension Adjustment

Enter the amount calculated by the payroll administrator and entered into the employee record for the end of the year prior to printing the T4's. The amount in field number 40 will print in the "Pension Adjustment" box of the T4. It should be rounded to the nearest dollar. The amount will vary according to each company's benefit plan.

41. Prior Service P.A.

Enter the amount calculated by the payroll administrator according to your company's benefit plan. This figure should be rounded to the nearest dollar.

This is a running total of all the **Pension Adjustment** figures brought forward from previous years. It does not include the amount in the **Pension Adjustment** field.

42. Pension Income

Enter the pension income figure from the employee's TD1 form.

43. Tuition fees

Enter the tuition fees paid by the employee from the employee's TD1 form.

44. Prv yr gross txb income

Enter the employee's previous year gross taxable income. The year-end procedure moves the current year's gross income into this field. For new employees this field should be updated manually.

45. Misc deduction transactions

Enter up to five miscellaneous deduction transaction codes which apply to this employee.

If your payroll has certain types of deduction codes that need the number of dependants to determine the correct one, then this field tells the computer which one to use. Further details are given in the appendix titled *Miscellaneous deductions*.

46. Quebec health contribution ?

The Payroll programs automatically calculate and deduct the Quebec Health Contribution. All employees with taxation province of QC have the Quebec Health Contribution flag set to Y as the default. If an employee is exempt, you must change this flag to N.

47. Transit #

This field contains the transit number for the employee's default bank account. If left blank, the employee will continue to get physical cheques instead of having EFT transactions created.

If this field is left blank, the following fields will be set to "n/a".

48. Bank acct

This is a 12 character alphanumeric field which contains the bank account number for the employee's default bank account.

If this field is left blank, the employee will be issued a regular payroll cheque. If a bank account is entered, a funds transfer transaction will be created rather than a payroll cheque.

49. Auto transit #

This is a 9 digit numeric field which contains the transit number for the employee's alternate bank account. This field may be left blank, to indicate that automatic deposits to this account will not be required. If this is done, then the following fields will be set to "n/a".

50. Auto bank acct

Enter the 12 character alphanumeric field which contains the bank account number for the employee's alternate bank account.

51. Auto amount

Enter the amount (whole dollars only) which should be automatically deposited to this alternate bank account from the cheque, before depositing the remaining amount of the cheque into the default bank account. Should this amount be more than the amount of the cheque itself, then the full amount of the cheque will go to this alternate bank account, and nothing will be deposited into the default bank account.

52. RCT/Business#

Enter the alternate RCT/Business # that this employee is reported for (T4 and T4A) or press [ENTER] for the default RCT #. Both the default and alternate RCT/Business #'s are set up in Maintain payroll control data.

53. Sponsored Funds

This field records the dollar value of the purchase of "approved shares" of prescribed labour-sponsored venture capital corporations. This dollar amount will be used to determine the applicable tax credit for the federal and provincial taxes to the prescribed limits.

To determine which shares qualify for the tax credit and what the limits are, contact your local Revenue Canada Taxation office.

54. T4 format

Enter the format of T4 this employee is to receive. Either a regular T4 or a T4A.

55. Extra tax

Enter the dollar amount of the extra tax deduction from the employee's TD1, TPD-1V, TPD-3V, or TPD-1015V form. The default is zero.

The extra tax deduction is an extra amount requested by the employee to be deducted from each pay cheque, either to ensure a tax rebate or to cover additional tax on income not taxed at source. No amount should be entered here unless an official request has been received from the employee in one of the following forms:

1. A completed Federal TD1 with an amount in line 18.

2. For employees taxable in Quebec: a completed TPD-1V with an amount in line 16, a completed TPD-3V form, for fishermen, a completed TPD-1015V form.

All are requests for extra tax withholding at source.

56. Extra tax - PQ

A new field is available for Quebec employees which allows extra tax to be deducted at source for Quebec provincial tax as per the Quebec forms TP-1017-V, TPD-1015-V or MR-19-V. The default is zero.

(See previous field for additional details.)

57. Employment code

Enter the appropriate code in this box if one of the following situations applies. Otherwise, leave it blank. If the employee's **employment code is 11, 12, 13, or 14,** Box 14 – Employment income (on the T4), is not completed

11 - Placement or employment agency workers
12 - Taxi drivers or drivers of other passenger-carrying vehicles
13 - Barbers or hairdressers
14 - Withdrawal from a prescribed salary deferral arrangement plan
15 - Seasonal Agricultural Workers Program
16 - Detached employee - Social Security agreement
Note: When CPP is paid by the employer on behalf of **detached employees** under employment code 16, leave box 14 blank if no other type of income is reported. Complete boxes 16 and 26 with the appropriate amounts and enter "0" in boxes 18 and 24. Do not enter an "X" in the EI exempt box.
17 - Fishers - Self-employed

58. Married or equivalent

Enter the employee's marital status.

59. Disability

Answer Y if this employee has disability status.

60. Dependants under 18

Enter the number of dependants under 18 years of age.

61. Disabled depend 18+

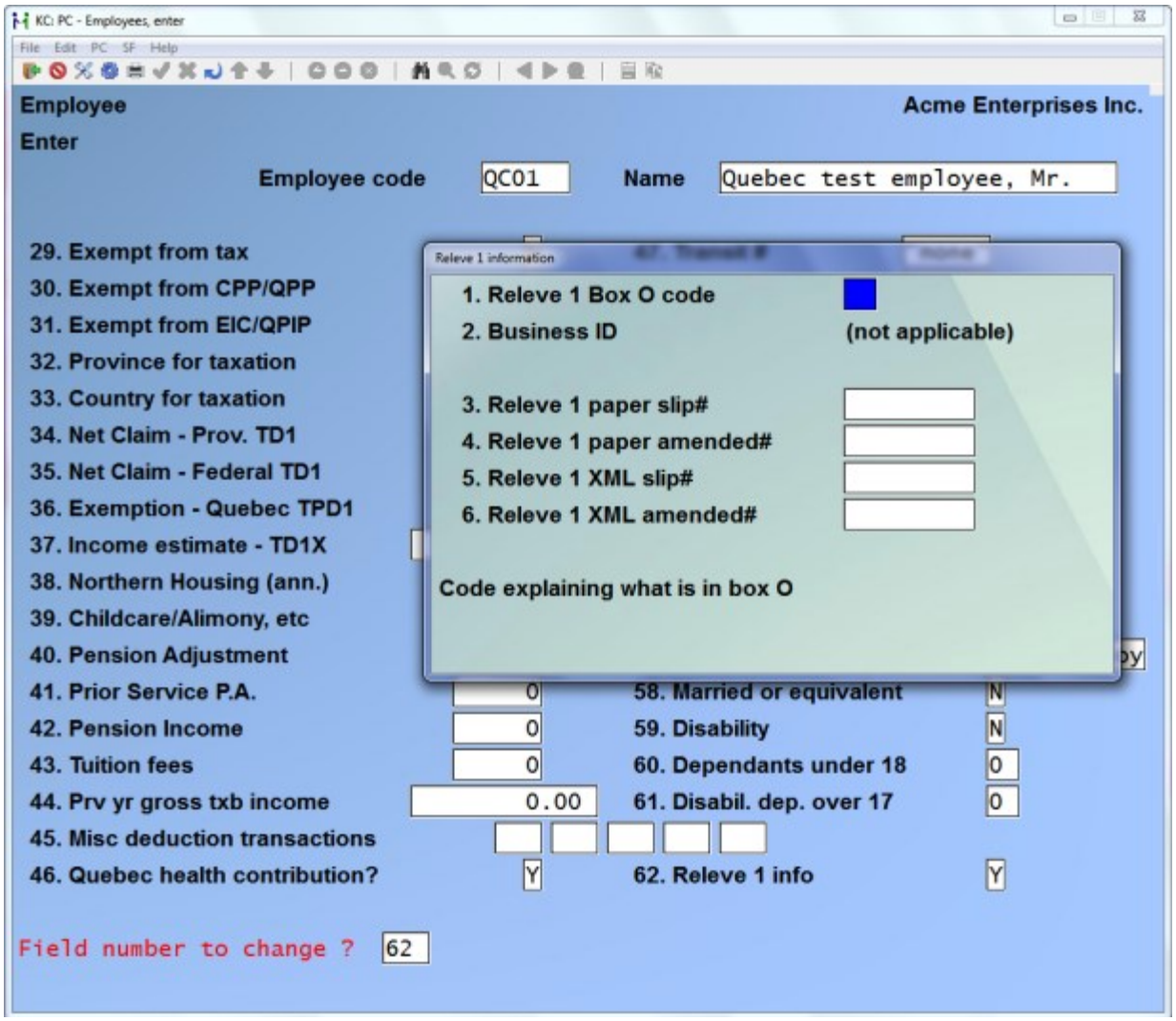
Enter the number of dependants 18 years of age or older who have disability status.

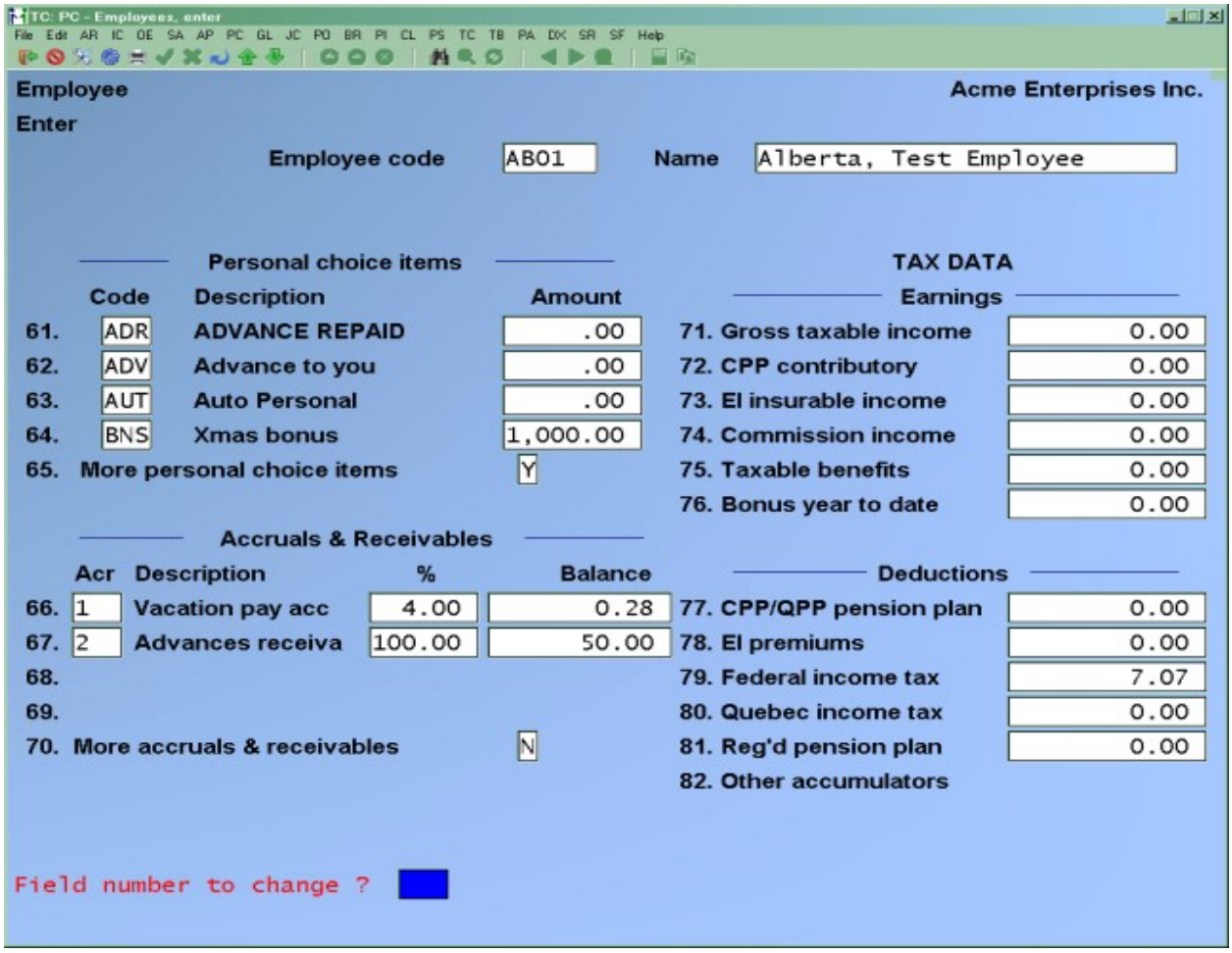
When editing/entry is complete, make any necessary changes and press **[Enter]** at "Field number to change ?".

Employee data entry screen 3 is displayed:

62. Relevé 1 info

If the employee's province of taxation is QC and you are using Box O on the Relevé 1 for this employee, use this field to specify which of the Revenu Québec code(s) apply.




TC: PC - Employees, enter
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Employee
Acme Enterprises Inc.
Enter
Employee code
AB01
Name
Alberta, Test Employee
Personal choice items
Code
Description
Amount
61. ADR ADVANCE REPAID .00
62. ADV Advance to you .00
63. AUT Auto Personal .00
64. BNS Xmas bonus 1,000.00
65. More personal choice items Y
Accruals & Receivables
Acr Description % Balance
66. 1 Vacation pay acc 4.00 0.28
67. 2 Advances receiva 100.00 50.00
68.
69.
70. More accruals & receivables N
TAX DATA
Earnings
71. Gross taxable income 0.00
72. CPP contributory 0.00
73. EI insurable income 0.00
74. Commission income 0.00
75. Taxable benefits 0.00
76. Bonus year to date 0.00
Deductions
77. CPP/QPP pension plan 0.00
78. EI premiums 0.00
79. Federal income tax 7.07
80. Quebec income tax 0.00
81. Reg'd pension plan 0.00
82. Other accumulators
Field number to change ?

Personal choice items

(up to 999 items may be entered)

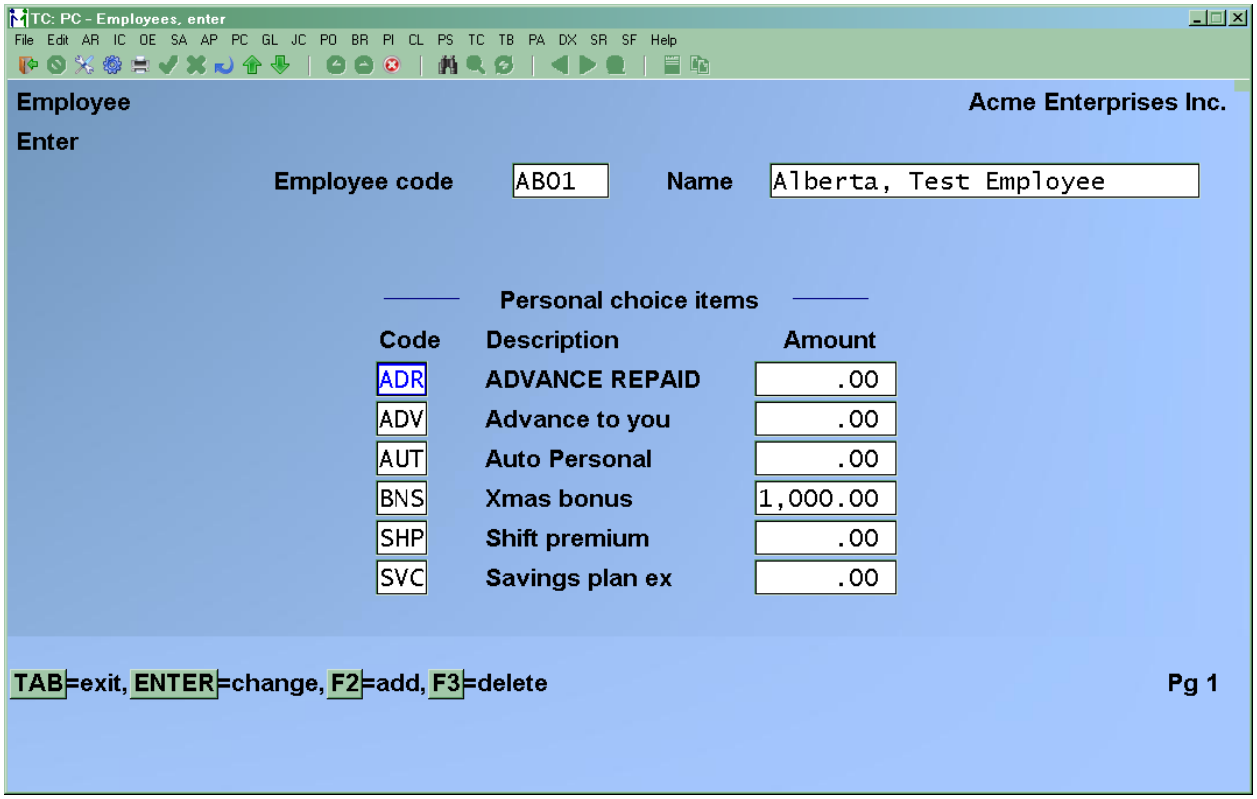
Code

Enter the transaction code defined for this type of transaction (3 characters). The description which was entered for this code in the transaction code maintenance program will be displayed automatically. If there are no entries, press **[Enter]** until the cursor reaches " Accruals & Receivables".

Amount

Enter the amount to be deducted from, or received by, the employee.

If you have more than four personal choice items for an employee, enter **Y** at *49. More personal choice items:* The following data entry screen appears:



You can enter up to 999 personal choice items per employee on this screen. However, only 15 items are displayed on this screen at one time.

Editing on this screen is slightly different than that of previous data entry screens, as it reflects a new method being incorporated into future releases. This new entry screen uses the following keys:

[F2] Use this key to add a new accumulator to the list.

[F3] Select an accumulator from the list, and press this key to delete it.

[Tab] Also known as the **[Tab]** key. Use this when finished adding or editing the list of personal choice accumulators.

Enter in all of the personal choice items for this employee and press the **[Tab]** key. You will be returned to the third screen of the employee's data.

Accruals & Receivables

(up to 10 accruals may be specified)

%

Enter the rate of accrual. You may enter up to 2 digits after the decimal point. The maximum value is 999.99. The default value is zero.

Balance

Enter the year-to-date balance of the account. You may enter up to 2 digits after the decimal point.

If you have more than four accrual / receivable items for an employee, enter **Y** at *More accruals & receivables:*. An additional 6 items can be added on this screen.

Tax data

The data in the following fields is presented here for your convenience only. These fields reflect the values in the actual accumulator records for the employee. To modify any of the amounts displayed or the amount of any other accumulator, use field 84. Other accumulators.

Earnings	Deductions
73. Gross taxable income	**79. CPP/QPP pension plan**
74. CPP contributory	**80. UI premiums**
75. UI insurable income	**81. Federal income tax**
76. Commission income	**82. Quebec income tax**
77. Taxable benefits	**83. Reg'd pension plan**
78. Bonus year to date	

84. Other accumulators

Select this field to view or modify any of the system or user-defined accumulator amounts for this employee.

This option is only selectable via the "Field number to change". Once selected, a new "list" style screen appears. The Add and Delete functions are disabled for this function, but changes are allowed. All employee accumulators appear in this list, including the tax accumulators which appear on the previous screen.

The system accumulators (tax accumulators and T4 accumulators) are all set up as protected fields, so that casual changes to them are not possible.

When editing/entry is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". Press **[Tab]** at the first field to exit from this function.

Employee Notes

[F6] (*Notes*) allow you to add notes to the Employee record. In *Payroll -> Employees -> Enter*, bring up an employee record. Press the **[F6]** key to bring up the Notes screen. Press the **[F1]** key for the menu, or simply add the note. The user can enter an unlimited number of notes about this employee. Each note is given a date/time stamp so that the user can browse through the notes in time sequence later.

Pressing [F1] brings up a number of selections:

- *Save* ... After entering a note, this selection permanently saves the note.
- *New* ... Start a new note. Any changes made to the current note are lost.
- *Delete* ... Permanently deletes the note.
- *Jump* ... Allows you to enter a specific date for viewing notes.
- *Change date* ... Changes the date and time this note was entered.
- *Abandon* ... Abandons any changes to the current note and exits the notes function
- *Exit* ... Exits the notes function

While entering a note, the following keys and rules apply:

- ***[ENTER]*** ... Completes the entry of a line of text and moves the cursor to the next line
- ***Auto Wrap*** ... The text editor will automatically wrap the type text to the next line once you reach the end of the line.
- ***[PgUp]*** ... View an earlier dated note
- ***[PgDn]*** ... View a later dated note
- ***[HOME]*** ... View the earliest dated note (oldest)
- ***[END]*** ... View the latest note on file (newest)

Add images

For our Windows and ThinClient users, you can "put a face to that name". Add a photograph or image to any "Master" record (such as vendor, customer, employee, GL account or item) in the system. Go to the chapter on EXTENDED FUNCTIONS for details on how to add an image of an employee

Print employee list

The function is used to obtain an employee list in one of four different sequences:

1. Employee code
2. Group
3. Department
4. Name

The report prints one employee per line with the following information from the master records:

1. Code
2. Name
3. Address

4. Postal code
5. Telephone #
6. Status code
7. Pay frequency

If group or department sequences are selected, each group or department commences to print on a separate page.

You may select to print this report for:

1. All employees
2. Active employees only
3. Inactive employees only
4. Deleted employees only

When an employee has been deleted an asterisk will print in the status code column for selections 1 to 3. On selection 4. (deleted employees only) the employee's status code on the employee master record will print.

To begin, select *Print employee list* from the *Employee* sub-menu.

From the screen displayed make the following report criteria selections:

Select list sequence

Enter the appropriate digit for the sequence required.
Press **[Tab]** to exit this screen without printing report.

1 Employee code
2 Group
3 Department
4 Name

Select employees to include

Enter the appropriate digit for the employee type to be printed. Press **[Esc]** to return to **Select list sequence** without printing report.

1 All
2 Active only
3 Inactive only

Optional field

The optional fields are the employee EMAIL ADDRESS or the employee ADDRESS #3.

The printer select window appears for you to choose which printer to send the document to.

Print employee records

Use this function to generate a report which includes **ALL** information for between 1 to 10 employees or for "All" employees.

From the *Employee* sub-menu select *Print employee records*. On the screen displayed make the following report criteria selections:

[?] 1 – 10 Code

Enter up to 10 employee codes to print or:

Press **[F1]** to print "All" employee records
[F2] to print Active employees only
[F3] to print Deactivated employees only

The printer select window appears for you to choose which printer to send the document to.

11. Other accumulators

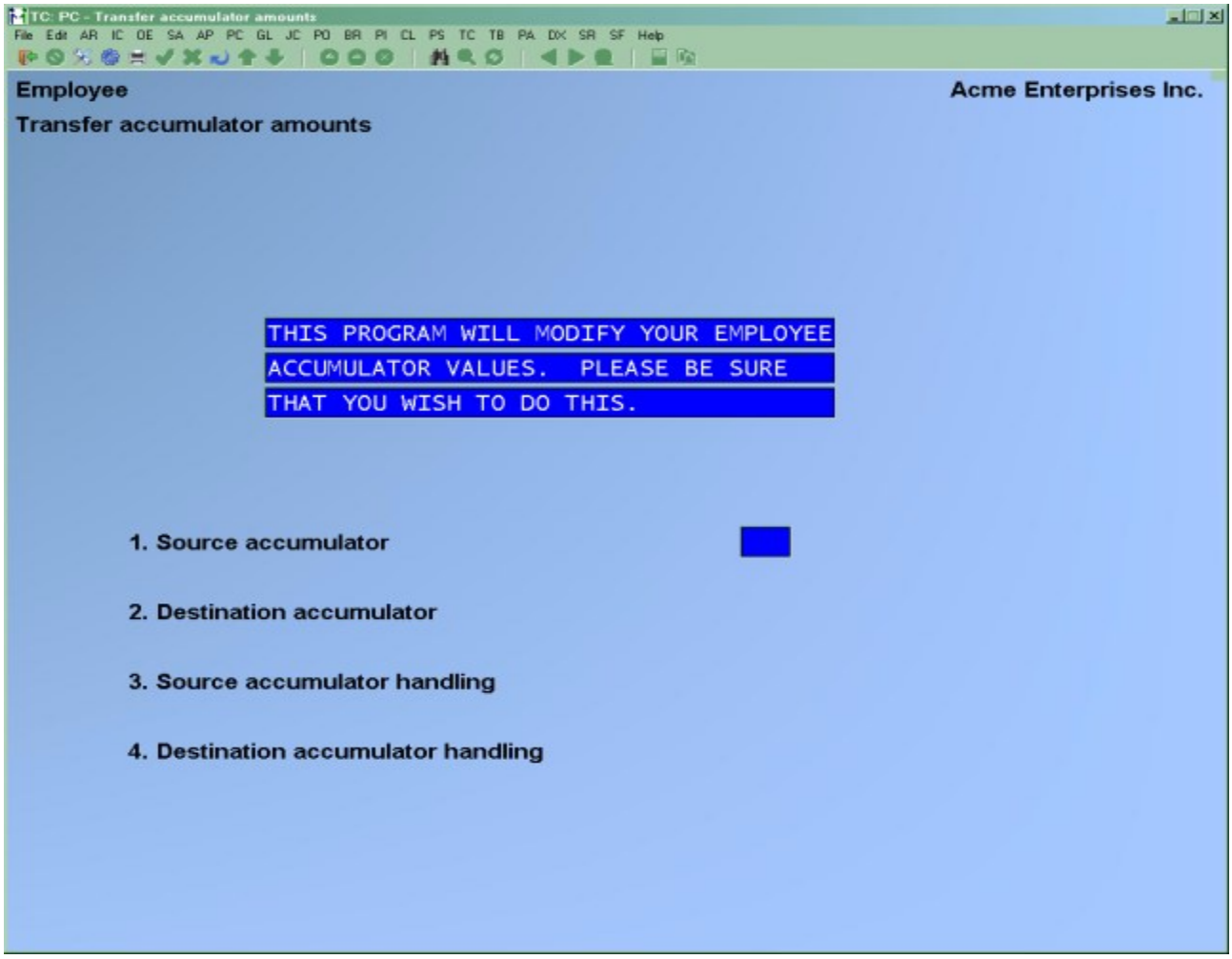
Type Y(es) to include the other accumulators in the employee record on the report. Accumulators with a value of $0.00 are automatically excluded from the report.

Transfer Accumulator Amounts

This function allows the payroll administrator to transfer accumulator values from one accumulator to another. You can optionally replace or add to the contents of the destination accumulator.

From the *Employee* sub-menu select *Transfer accumulator amounts*.

The following screen appears:


TC: PC - Transfer accumulator amounts
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Employee
Acme Enterprises Inc.
Transfer accumulator amounts
THIS PROGRAM WILL MODIFY YOUR EMPLOYEE
ACCUMULATOR VALUES. PLEASE BE SURE
THAT YOU WISH TO DO THIS.
1. Source accumulator
2. Destination accumulator
3. Source accumulator handling
4. Destination accumulator handling

Enter the following function criteria:

[?] 1. Source accumulator

Enter the accumulator number you wish to copy data from. The accumulator's name will be displayed.

[?] 2. Destination accumulator

Enter the accumulator number you wish to copy the data to. The accumulator's name will be displayed.

3. Source accumulator handling

You can either **M**ove the contents of the source accumulator, leaving the source accumulator at zero, or **C**opy the contents of the source accumulator, leaving the source accumulator unchanged.

4. Destination accumulator handling

You can either **A**dd to or **R**eplace the contents of the destination accumulator.

When editing/entry is complete, make any necessary changes and press **[Enter]** at "Field number to change ?".

Update Personal Choice Amounts

This program allows the payroll administrator to personal choice amounts. You can optionally replace or add to the contents of the personal choice items.

From the *Employee* sub-menu, select *Update personal choice amounts*. On the screen displayed make the following entries:

[?] 1. Personal choice code

Enter the transaction code for the personal choice item to be updated in the employee records. The name of the transaction code will be displayed.

2. Update method

Enter the update method to use on the personal choice transaction code.

- **N** New amount
- **A** Add amount
- **P** Percentage change

3. Update amount

Enter the amount that the personal choice transaction code is to be updated by.

Employee List by Date

Similar to the *Employee → Print employee list*, this allows the user to print a list of employees based upon either the Birth, Start, Terminated or Seniority dates. The report can be printed in order of employee code, employee name or by a specified date.

Building business and technology relationships.

Chapter 18

Transaction Processing

Transactions can enter the system in several ways. They can be entered by the operator using *Add* or *Multiple*. They can be generated by the computer as next transactions as a direct result of transactions entered by the operator in one of these two screens. They can be generated by the printing of a cheque (from transactions set up in *Computer generated deductions*). Reversing transactions can be produced by cancelling a posted transaction (*Cancel posted transactions*) or by cancelling a cheque (*Cancel cheques*).

Transactions can only be removed from the system in different ways at different stages of processing:

1. During transaction entry and prior to posting any transactions, transactions can be removed by the simple expedient of entering *Delete* from the *Transaction* menu.

2. After transactions have been posted, and prior to printing cheques, transactions can be removed in one of two ways: by entering a reversing transaction (i.e. an identical transaction with the opposite sign) using *Add* from the *Transaction* menu, or by entering *Cancel posted transactions* from the *Transaction* menu, and flagging the offending transaction when it is listed by the computer (this has the identical effect as the previous option: a reversing transaction is generated by the computer and appears on the edit list).

3. Printing a cheque utilizes the information provided by the transaction, and in the normal course of things, the transaction is removed from the system when the cheque is reconciled.

At any point in the transaction entry process, the operator may elect to print an edit list, which is a report of all transactions which have been entered but not yet posted. This report enables the operator to check for data entry errors prior to posting.

When all necessary transactions for a cheque run have been entered, the transactions must be posted using the *Post* function. This function automatically prints an official audit report called a transaction register, listing all transactions entered by the operator as well as those generated by the computer as next transactions (see *Transaction codes* for more info on these).

The edit list and the transaction register reports are both produced in the same form. Both reports produce batch totals on the number of transaction entries and total transaction units. Accordingly, batch totals should be used at all times to be compared with the totals on the report.

Each transaction is given a sequence number by the system. This number is used for audit trail purposes and appears in the right hand column of both reports. After the transaction register has been printed, the employee records are updated and the transactions are permanently stored on file.

Note: Government deductions and Computer generated deductions are performed in the cheque calculation program and appear on audit reports identical to the transaction register after the cheques are printed. To verify these amounts before printing cheques, *Cheques for review* must be printed and checked for discrepancies.

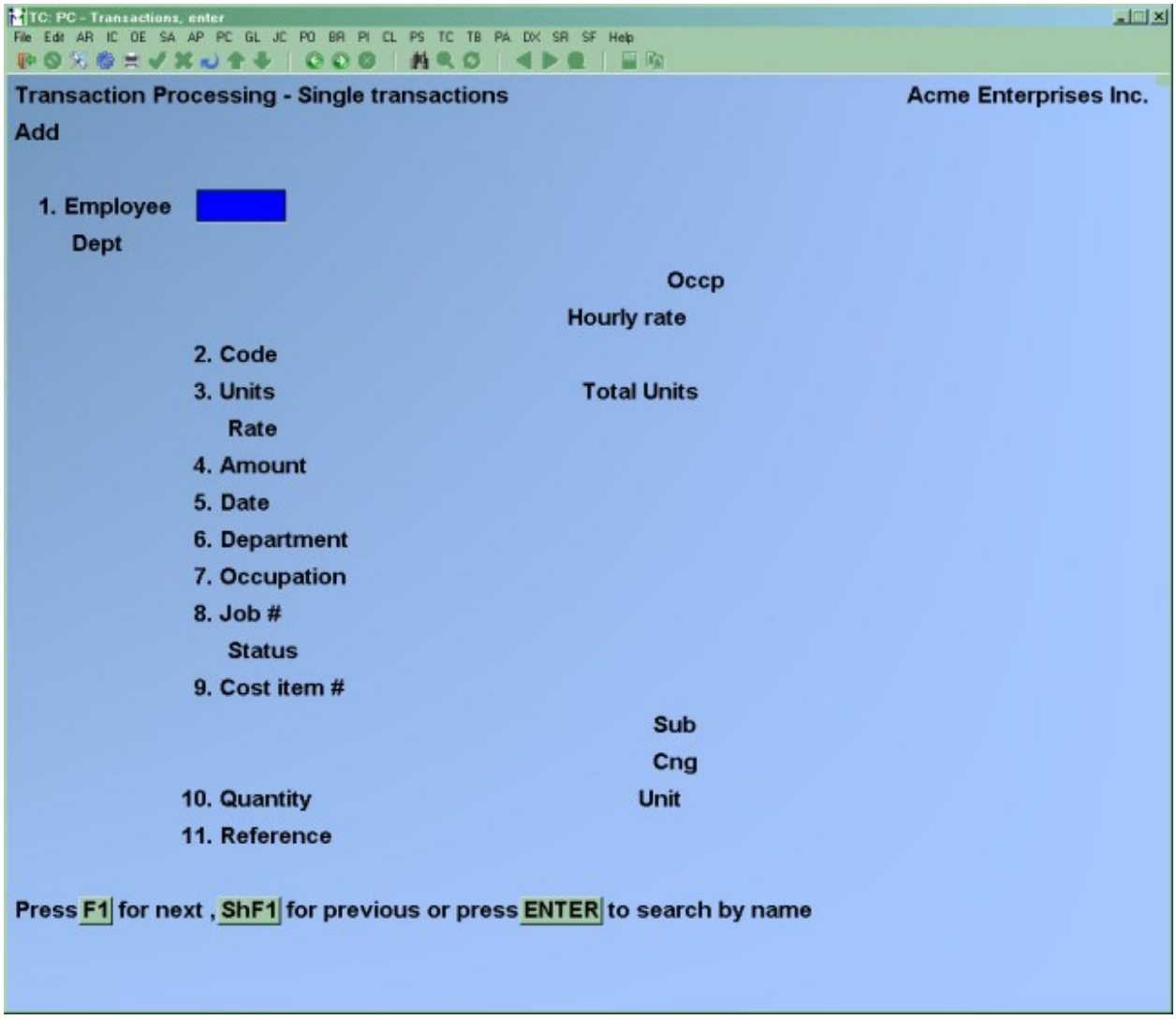
To Begin

From the *Payroll* main menu select *Transaction*. Next, select *Add*.

Add single transactions

This function is used to add individual transactions (such as time) for individual employees.

The following screen appears:



Data Preparation

The time card should be in a format that makes operator input an easy task. Batch totals should be prepared. These are the total number of units and transactions for all time cards.

[?] 1. Employee

The employee code is the code which has been assigned to each employee in the *Employee* program.

Only employees whose status code indicates that they are eligible to be paid (see the chapter titled *Status codes*) may have transactions entered here. Employees whose master record is marked for deletion may not have transactions entered.

This field defaults to the code of the employee for whom the last transaction was entered. Press **[Enter]** to enter additional transactions for this employee, or overtype with the next employee code. The computer will display these values from the master

record:

1. Name
2. Department
3. Occupation

[?] 2. Code

This is the transaction or pay code that is set up in the transaction code maintenance program. This code, in conjunction with the occupation/wage rate code, determines the rate of pay for the transaction.

3. Units

These may be hours worked or any other relevant quantity. For example, the units could refer to the number of pieces for an employee who is paid on a piece rate basis, or sales volume if paid on a commission basis.

The number of units must be entered whenever it is used in conjunction with the rate to calculate the amount. Depending on the transaction code, the units may be used in calculating the EIC deductions and thus are important even in those types of transactions which do not insist upon such an entry, i.e. adjustments, salary and vacation pay.

Note: In order for EI insurable weeks to be correctly reported for Record of Employment purposes, units must be entered for salary transactions, unless an amount is entered for Hours/wk in *Setup » System Details » Occupation codes*, in which case, that number of hours will be assumed.

Enter the number of hours or units. If a negative number is required, enter the dash on the keyboard.

The rate is determined solely by the computer according to the entries made in the occupation code and the transaction code. The rate may not be adjusted during the transaction entry program except by changing the transaction code or occupation code.

4. Amount

When an entry is made for units, the amount will be calculated by the computer. If the transaction code allows for operator override or if the **calculation method** is **01**, the operator may press **[F1]** to override the computer-calculated amount (if any) and enter data in the amount field.

When the amount is entered by the operator as an adjustment, the rate displayed will be recalculated based on the equation **AMOUNT = RATE x UNITS**. At all times the amount calculated by the computer or entered by the operator will be displayed for visual verification.

5. Date ending

For journal entry and cheque calculation purposes a period ending date is required. This date is used to determine which transactions are to be processed and which are to be omitted. (See the appendix titled *Miscellaneous deductions*).

You are prompted to enter the date worked or the pay period ending date. The period ending date defaults to the current date on the first entry, and thereafter defaults to the period ending date of the last previously entered transaction. Press **[Enter]** to accept the default date, or make any changes.

[?] 6. Department

Unless otherwise indicated, the system will charge all earnings to the department entered on the employee's master record. However, the employee's wages can be charged to more than one department by simply changing the department code during transaction entry. The department code defaults to the employee's home department (as shown on his/her employee record) for the first transaction entered. Thereafter, it defaults to the same department as the last transaction entered for this employee. In order to override this default, simply overtype with the correct department.

[?] 7. Occupation

Unless otherwise indicated, the system will use the occupation code entered in the employee's master record to determine his rate of pay in conjunction with whatever transaction code is entered. If the employee works at more than one occupation and his pay rate depends upon the occupation he is performing, the code can be changed as needed during transaction entry. The occupation code defaults to the employee's own occupation for the first transaction entered. Thereafter, it defaults to the same occupation code as the last transaction entered for this employee. In order to override this default, simply overtype with the appropriate occupation code.

[?] 8. Profit ctr

(This field only appears if you are using profit centres.)

Enter the profit centre to distribute this transaction to. This only applies to G/L distribution accounts which have been wild-carded (set-up as ***).

Job Cost Interface

If you are interfacing Payroll with the Job Cost module, the payroll transaction entry screen may be used to distribute the hours worked directly to the jobs they pertain to.

The job itself may be a sub-job of a change job and the cost item would have the extension to its number to indicate this.

These job related transactions may be interfaced to the Job Cost module after the cheques have been printed for the pay period and the journal entries have been calculated.

See the Job Cost manual for more information of how these transactions are interfaced.

[?] 9. Job #

Enter the job number to which the hours on this transaction are to be distributed, press **[F1]** to scroll through the list of active jobs, or press **[Enter]** to bypass the entry of a job number.

10. Cost item #

Enter the cost item to which the hours on this transaction are to be distributed. The cost category must be a valid labour cost category for the job.

Enter non-labour cost items via Payroll

Normally, when you distribute the hours, the cost item/category has a "cost type" of labour. However, the cost category specified can have a cost type of other than *Labour*. If the hours are zero, you can type in any cost item you chose; if the hours are non-zero, you get a message when the cost item has a type of other than labour. You can override the message by using [F2] (allow protected changes). Then, continue processing as you normally would.

11. Quantity

Enter the quantity to be applied to this cost item.

If the cost item is set up in Job Cost to track units, the quantity of units may be entered. The units entered here do not refer to hours, they may be square feet or pieces.

12. Reference

Enter a comment to describe this transaction for the Job Cost reports.

When editing/entry is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". Press **[Tab]** at the first field to exit from this function.

Change/Delete transactions

Use the *Change/Delete* function if you wish to change an existing single payroll transaction entered in the "Add single transactions " or "Multiple transactions" functions.

From the *Transaction* sub-menu select *Change/Delete*.

Enter the number of the employee, press **[Enter]** to search by employee name, or press **[F1]** for the next single transaction record on file.

Edit the record displayed or press **[F3]** to delete it. Press **[Tab]** at the first field to exit from this function.

Multiple transactions

The *Multiple transactions* function is a specialized version of the *Add single transactions* function. It is used to create the same transaction for all or a number of employees, thus reducing the time consuming task of repeatedly entering the same data for each employee in the *Add* function.

This may be used to generate transactions for:

1. All employees
2. Employees selected by range checks on employee codes, groups or departments
3. Specific employees entered by the operator

Transactions will only be generated for those employees who have:

1. The same pay frequency on their master record as one of those approved by the operator.
2. A status code that is eligible to be paid.

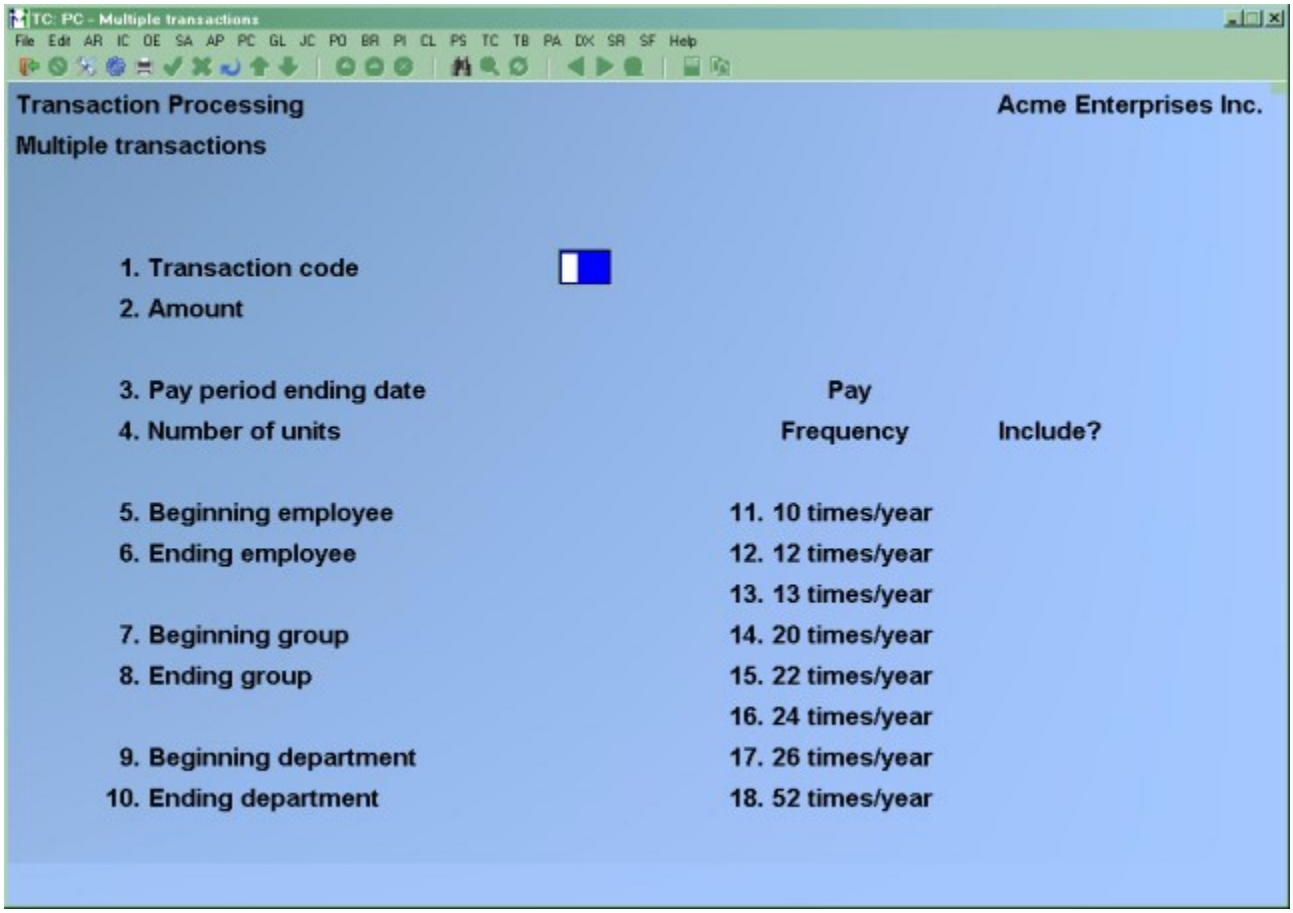
Transactions added using this program appear on the *Edit List* just like transactions entered using *Add*. To correct any errors after reviewing the edit list, use *Change/Delete* (if they have not been posted), or *Cancel posted transactions* before proceeding to *Cheque » Calculate deductions*.

This program is particularly effective for the following types of transactions:

1. Salary
2. Vacation pay being paid to employees with every paycheque
3. Deductions such as dental plans
4. Taxable benefits such as medical care plans
5. Earnings when employees work standard hours at one rate of pay and the expense is chargeable to one department

The miscellaneous deduction category may be used in this program.

The following screen is displayed:



Enter the following information:

[?] 1. Transaction code

Enter the transaction code.

2. Amount

Enter the amount if applicable. In most cases the amount is calculated, therefore the operator does not need to enter a value.

3. Period ending date

Defaults to present date. Overtype if necessary with the correct date in the format MMDDYY.

4. Number of units

Enter the number of units if applicable.

[?] 5. Beginning employee
[?] 6. Ending employee

Enter a range of employees to create transactions for.

[?] 7. Beginning group
[?] 8. Ending group

Enter a range of groups that transactions will be generated for employees up to and including the last employee in this group range.

[?] 9. Beginning department

Enter a range of departments that transactions will be generated for employees up to and including the last employee in this department range.

11. Value for Profit ctr

Enter the valid section value for the profit centre to apply to. The value here only applies to G/L distribution accounts where the profit centre has been wild-carded (eg. set to ***).

Note: To create transactions only for specific pay frequencies, indicate which frequencies are to be included in the following fields.

12. 10 times/year

If you wish to create transactions for employees paid 10 times per year, enter **Y**. To skip press **[Enter]**.

13. 12 times/year

If you wish to create transactions for employees paid monthly, enter **Y**. To skip press **[Enter]**.

14. 13 times/year

If you wish to create transactions for employees paid 13 times per year, enter **Y**. To skip press **[Enter]**.

15. 20 times/year

If you wish to create transactions for employees paid 20 times per year, enter **Y**. To skip press **[Enter]**.

16. 22 times/year

If you wish to create transactions for employees paid 22 times per year, enter **Y**. To skip press **[Enter]**.

17. 24 times/year

If you wish to create transactions for employees paid semi-monthly, enter **Y**. To skip press **[Enter]**.

18. 26 times/year

If you wish to create transactions for employees paid biweekly, enter **Y**. To skip press **[Enter]**.

19. 52 times/year

If you wish to create transactions for employees paid weekly, enter **Y**. To skip press **[Enter]**.

Make any necessary changes, and press **[Enter]** at "Field number to change ?".

When editing/entry is complete, make any necessary changes and press **[Enter]** at "Field number to change ?". The transactions are created and you are prompted for a new set of criteria for creating transactions.

Press **[Tab]** at the first field to exit from this function.

Edit list

The transaction edit list can be printed as often as desired during the transaction entry and correction process. It combines all transactions entered via *Add*, *Multiple transactions*, and transactions modified via *Change/Delete*.

It prints only those transactions that have not yet been posted. If the operator enters time cards in batches, each batch may be printed, corrected, and posted before the next batch is entered. (It is not possible to enter two separate batches together and then print, correct, and post them separately.)

Print sequence ?

The default to this prompt is **E** for **employee** sequence. Enter **T** for **transaction** entry sequence.

The printer select window appears for you to choose which printer to send the document to.

Post Transactions

Once the transactions entered by the operator have been verified, they must be posted before they will be included in the calculation of cheques. When this selection is chosen, a report called a **Transaction Register** is produced using the same format as the **Edit List** above.

All unposted transactions will be posted and appear on the report. Each transaction may be posted only once, and therefore will show up only once on a transaction register, thus the transaction register is a true audit report as the edit list is not.

Once a transaction has been posted, it can only be amended by posting a reversing transaction, and entering a correct one to replace it. Reversing transactions may be entered by the operator using *Add* to enter an identical transaction with the opposite sign, or by using *Cancel posted transactions* and flagging the incorrect transaction, in which case, the computer generates the reversing transaction automatically.

Keeping a file of **Transaction Registers** produced during transaction processing will give an accurate picture of all transactions processed by the computer as a direct result of operator entries. (Computer-generated transactions appear on **Transaction Audit Reports** at cheque printing and journal entry processing times.)

To begin, select *Post* from the *Transaction* sub-menu.

You are prompted *Are transactions OK to post ?*. Answer **Y** to continue processing, or **N** to cancel posting and return to the *Transaction* sub-menu.

Next you are prompted for *Print sequence*. The default to this prompt is **E** for **employee** sequence. Enter **T** for **transaction** entry sequence.

The printer select window appears for you to choose which printer to send the transaction register to.

Cancel Posted Transactions

The *Cancel posted transactions* function is used to cancel specific unpaid transactions for an employee after they have been posted -- unlike *Change/Delete* which is used to remove transactions before they are posted.

In the normal order of things, *Change/Delete* will be used if the error is discovered in the *Edit List*, while *Cancel posted transactions* will be used if the error is not discovered until the transaction is posted and the review cheque is printed.

In *Cancel posted transactions*, the computer does not actually remove the transaction, rather it creates a second transaction of equal but opposite value which then appears on the **Edit List** with its own transaction number. Unpaid transactions may be cancelled even if they were accrued in the prior month's journal entry.

To reverse transactions for an employee, enter the employee code. The screen will display all posted but unpaid transactions for this employee. Any transaction may be marked for deletion by entering **Y** at the delete prompt.

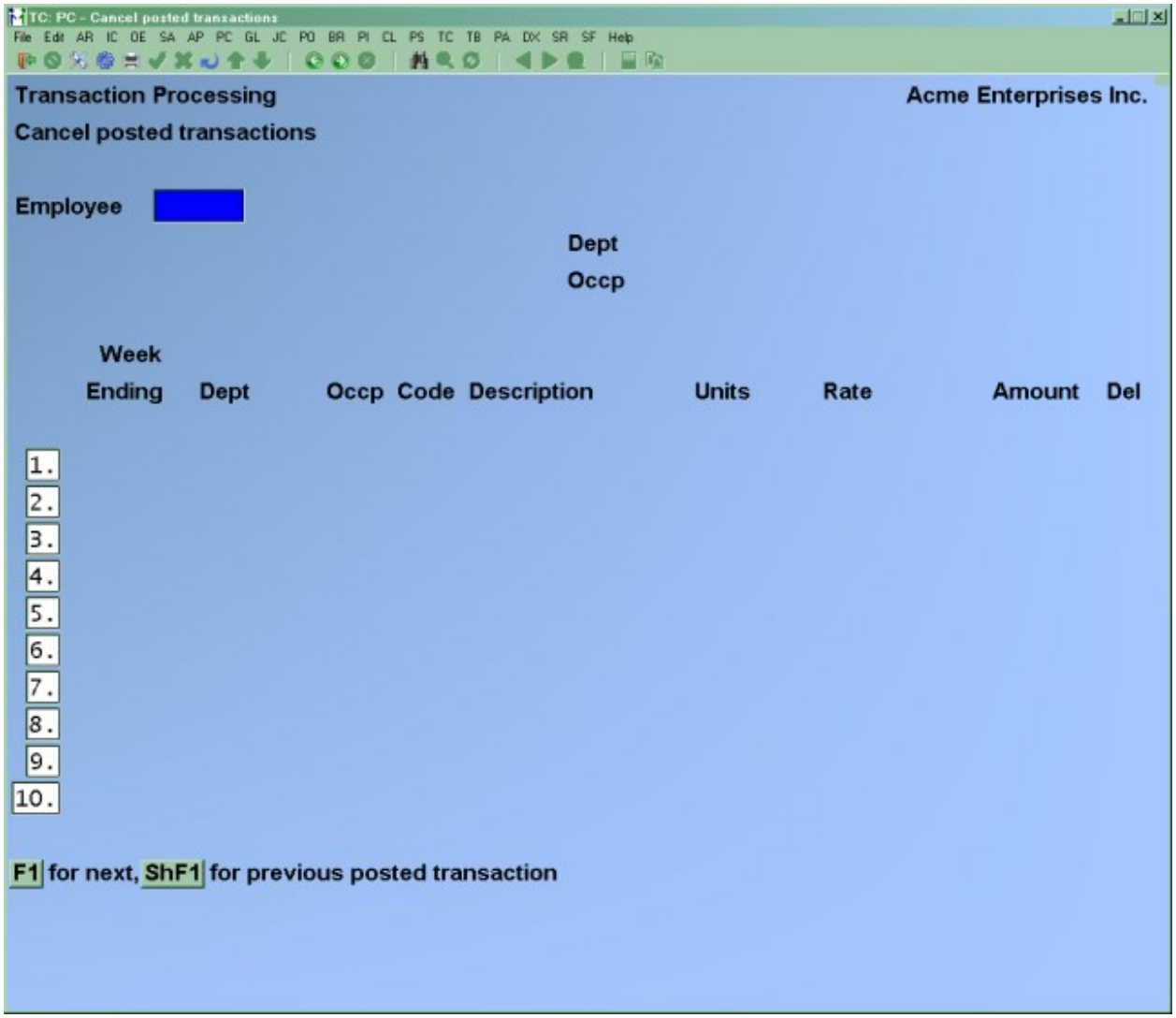
***** WARNING *****

Transactions which have been included in cheque calculations but not yet approved for payment will not be displayed. In other words, if you have run **Cheque Processing - Calculate deductions**, but have not yet run **Cheque Processing - Approve review cheques**, the transactions which have been included in calculation of review cheques will not appear. To delete these, run **Cheque Processing - Cancel previous calculations**. This will free these transactions to show up here.

For each transaction cancelled, the computer will generate a reversing transaction, which will appear on the **Edit List** and can itself be deleted or modified prior to posting (although modifying or deleting reversing transactions is not recommended).

To begin this function, select *Cancel posted transactions* from the *Transaction* sub-menu.

The following screen appears:



Enter the following criteria:

[?] Employee

Enter an employee code. All unpaid transactions for the employee will be displayed on the screen.

Del

The default value is **N.** To mark this item for deletion enter **Y**, otherwise press **[Enter]**.

Press **[Tab]** at the first field to exit from this function.

Building business and technology relationships.

Chapter 19

Check Processing

The *Check processing* functions handle all items pertaining to checks. The first five selections are all part of the process of producing the checks. The normal sequence of events in producing a run of checks is:

1. Enter, verify, & post transactions
2. Perform the check calculations
3. Print the checks for review on plain paper
4. Cancel incorrect check calculations
5. Cancel and add transactions
6. Return to step 2 until the checks are correct
7. Print the checks on check forms and/or create EFT file and stubs

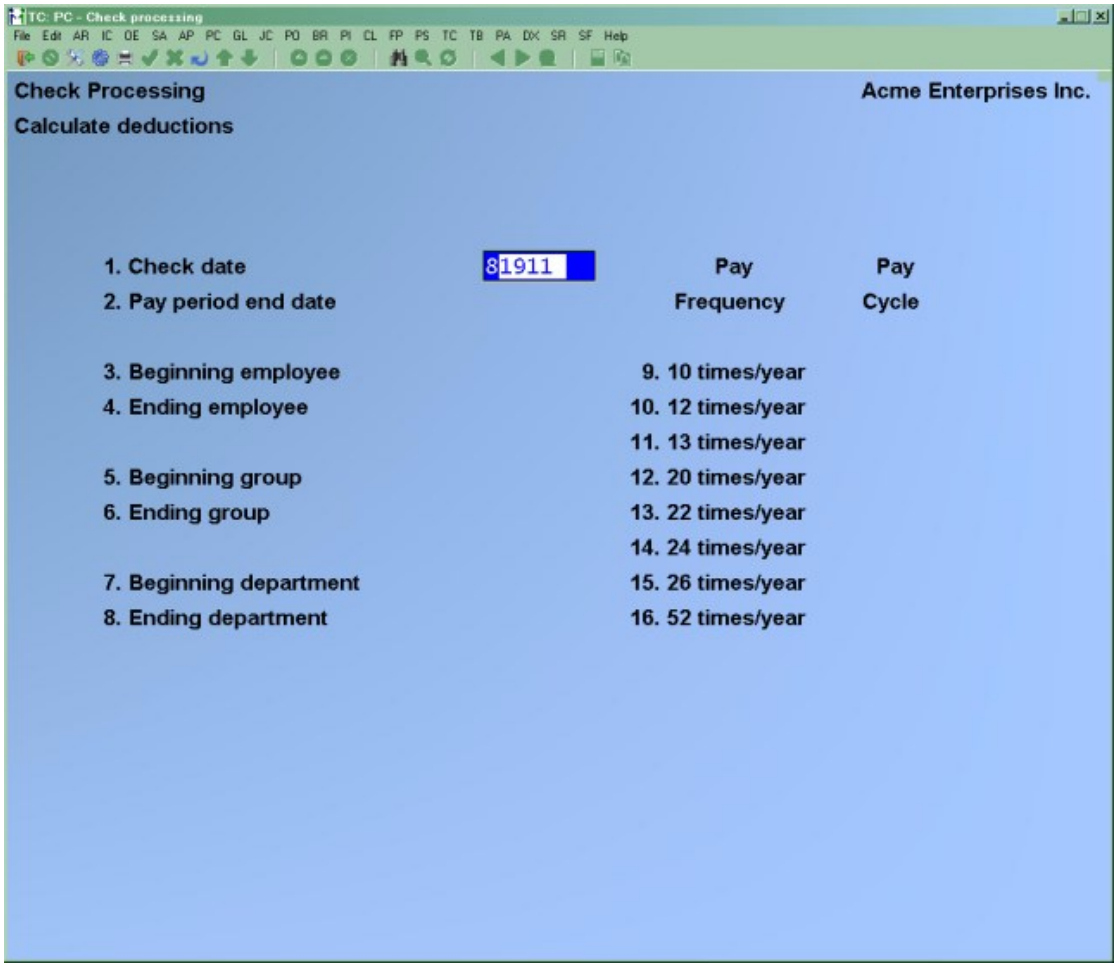
The operator may cancel incorrect check calculations and redo them any number of times. The approval process makes the temporary check a permanent one. Once a check is approved, the only way to remove it from the system is through *Cancel checks*.

To Begin

From the *Payroll* main menu select *check*. Next, from the menu displayed, select *Calculate deductions*.

Calculate deductions

The following screen is displayed:



In the process of calculating deductions, the computer goes through the following steps:

1. Determines which employees are to have checks calculated

2. Determines which unpaid transactions are to be included in the calculation

3. Calculates the computer generated deductions designated by the operator

4. Creates a temporary check pending approval by the operator

Years with extra pay periods

Some years can have an extra weekly, or biweekly or 4-weekly pay period, thus changing the number of pay periods for these pay frequencies:

52 -> 53
26 -> 27
13 -> 14

In such a situation, the extra period must be included in the tax calculations or insufficient tax will be removed from the employee's check.

The system detects this during the "Calculate Deductions" function, by examining the check date which the user enters. If such a situation occurs, then the user will be warned of it and asked to confirm that the check date is correct.

NOTE: This will only happen when a check date lands on the 1st day of the year, (or the 2nd day of a leap-year) thus leaving "room" for the normal number of pay-periods still to "fit" within the year.

Worried about 53 or 27 pay periods in one calendar year?

In some years, employers may have to deal with an extra pay period, if they pay on a weekly or bi-weekly basis. "If you just think about the pay period, not the pay date, it works out correctly, whether it's a 26 or 27 pay date calendar year. For example, in the 27 pay date years, the period of work covered is actually greater than a year. Think of it this way…in a normal 26 pay date year, when the first pay date is on the 2nd or 3rd of Jan, are you going to pay an employee that starts on Jan 1 for two weeks pay?…Negative." The Canada Revenue Agency has taken this into account for a number of years in their *Payroll Deductions Formulas for Computer Programs*. They define their code ***P*** as representing the number of pay periods in the year:

Weekly	P = 52 (or 53 where applicable)
Bi-weekly	P = 26 (or 27 where applicable)
Semi-monthly	P = 24
Monthly	P = 12
Other	P = 10, 13, 22

Samco Payroll uses the payroll deduction formulas in each edition published by the CRA to update the software and calculate your payrolls as required. Some time ago, the software was modified to alert you when there would be 53 or 27 pay periods in a year. No action is required on your part; the message is provided as a courtesy only.

Example: During **PAYROLL → CHECK → CALCULATE DEDUCTIONS**

Detailed Information

The following is some detailed information regarding data.

Check date

The date entered is the check issued date which appears on the check face. It is the earliest date the employee may cash the check.

Pay period end date
All transactions with a period ending date prior to and including this date will be processed and included in the check calculation. All other transactions will be retained by the system for processing at a future date.

Pay Frequency
Pay Cycle

Each employee is a member of a pay frequency group (number of pays per year) as specified on his employee's record.

If the pay cycle under a given pay frequency is set to zero, then all employees belonging to that pay frequency group will be omitted from the current calculation process.

If the pay cycle under a given pay frequency is set to a number between 1 and 9, then all employees belonging to that pay frequency group will be included in the current calculation process. The computer will calculate the deductions for the pay cycle number and frequency which were established in *System Details - Computer generated deductions*. Note: Each pay frequency/pay cycle combination is unique: if the same cycle number is used for two pay frequencies, the deductions will not be for the same items unless they are set up to be the same in system details.

Enter the following data:

1. Check date

Enter the date to appear on the checks in MMDDYY format. Default is current date. Press **[Tab]** to exit this screen without calculating any checks.

2. Transaction cut-off date

Enter the last pay period end date to be included in MMDDYY format. Press **[Esc]** to return to **check date** prompt and cancel existing selection criteria.

[?] 3. Beginning employee
[?] 4. Ending employee

Enter a range of employee codes. Calculations will be performed for employees up to and including these employees.

[?] 5. Beginning group
[?] 6. Ending group

Enter a group code range. Calculations will be performed for employees up to and including the last employee in this group range.

[?] 7. Beginning department

[?] 8. Ending dept

Enter a range of department numbers. Calculations will be performed for employees up to and including the last employee in this department range.

Pay frequency

9. 10 times/year
10. 12 times/year
11. 13 times/year
12. 20 times/year
13. 22 times/year
14. 24 times/year
15. 26 times/year
16. 52 times/year

Pay Cycle

Next to each pay frequency enter a single digit to indicate which pay cycle (as set up in **Computer generated deductions**) is to be used to calculate deductions for employees with this pay frequency.

0 To prohibit calculations

1 to **9** to designate the appropriate set of computer generated deductions

Enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, calculate checks and return to **check date** field.

Cancel previous calculations

After the checks for review have been printed, errors may be found. Before the errors may be corrected, it will be necessary to cancel the existing calculations. Any check calculations made for the selected employees but not approved for printing will be cancelled.

From the *check processing* sub-menu, select *Cancel previous calculations*.

Enter the following criteria:

[?] 1. Beginning employee
[?] 2. Ending employee

Enter the range of employees you wish to cancel calculations for. Follow the screen instructions.

Enter the number of the field(s) to be amended. If no changes are required, press

[Enter] to accept criteria as entered, cancel calculations and return to **Beginning employee** field.

Print checks for review

The **Print checks for review** function prints on plain paper an image of the pay check stub for checks that have been calculated but not approved. The operator may print all review checks or only those that have been recalculated.

The transactions are consolidated as they would be when printed on the check. Careful review of this report followed by correction of any errors found, will significantly reduce the number of checks which have to be cancelled and reissued.

From the *check processing* sub-menu, select *Print checks for review*.

From the screen displayed, choose one of the following options:

1. Print all review checks
2. Print only new review checks

The former will print all review checks presently calculated by the system and awaiting approval. The latter will only print the last batch of checks calculated. This option is useful if an error is found in the first run on only a few checks.

Only those checks with problems need to have their calculations cancelled, transactions updated, and be recalculated and reprinted. This saves processing time and paper.

Press **[Tab]** to exit without printing checks for review.

Should you notice a problem with the cheques, you can revert back to your previous payroll files by selecting *[F2] → File utilities → Restore archived payroll data*. The date and time of the last archive will be displayed. Confirm that this is the correct payroll data to restore and continue.

***** WARNING *****

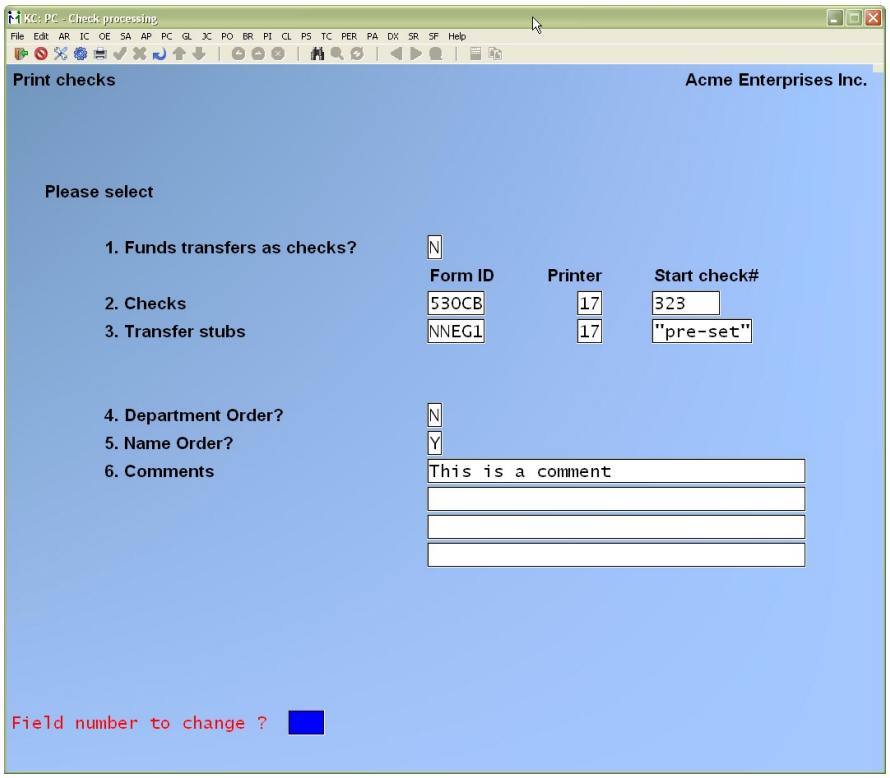
All the current payroll information is overwritten with the information from the archived payroll files. Check the archive data and time carefully before proceeding. If the incorrect payroll data was restored, DO NOT PERFORM Approve Review Cheques / Print Cheques

It is advisable to print the checks for review immediately before approving them. This will avoid unpleasant surprises.

Print checks and post

The check printing program prints payroll checks for all employees who have had a check calculated in *check » Calculate checks*.

The date that is printed on the checks is the date assigned in *check » Calculate checks* as **Check date**.



Enter the *FORM ID* to be used or press [*ENTER*] to accept the default form from the control file. Select the order in that the cheques are to print. Reply [*Y*] to department order if the cheques are to print in department order, or [*Y*] to name order if cheques are to print in order of employee name. If both fields are [*N*], then the cheques will print in order by employee code. Enter any comments desired then select the starting cheque number.

A **Y** response to the **Print forms alignment** prompt will result in a check mask (i.e. a dummy check) being printed. This may be repeated until the forms are aligned correctly.

Select the printer for the cheques.

The system will calculate the number of cheques that will be required using the starting cheque number entered previously, and search through the posted cheque files looking for duplicate cheque numbers, that are **not** permitted. If duplicate cheque numbers

are found, the message ***THE FOLLOWING CHECK NUMBERS HAVE ALREADY BEEN USED:*** will be displayed along with the cheque number or cheque number range.

Answer the question ***ARE THE CHECKS WITH THESE NUMBERS PHYSICALLY PRESENT?*** with either [***Y***] or [***N***]. A response of [***Y***] means that the cheque numbers listed are in the stack of cheque forms waiting to be printed, while [***N***] means that there is a gap in the cheques that are present (you have cheque 2, 3 and 4, but not 5, then you have 6)

Answer the related question ***CONTINUE?*** with either [***Y***] or [***N***]. A response of [***Y***] means that the process will continue, a response of [***N***] will return to the first screen so that a different starting cheque number can be selected.

When the ***PRESENT*** and ***CONTINUE*** fields are both [***Y***], the cheques will be printed as normal, the cheque form with the duplicate number will be ejected un-used in sequence. In other words, if cheque number 10 is a duplicate, but exists in the stack available for printing, cheque 9 will be printed on and ejected, cheque 10 will be ejected and then cheque 11 will be printed on and ejected.

When the ***PRESENT*** field is set to [***N***] and the ***CONTINUE?*** field is set to [***Y***], the system will skip the duplicated cheque number when printing. In order words, if cheque number 10 is the duplicate and is **NOT** in the stock available for printing, cheque 9 will print and eject, then cheque 11 will print and eject. Each cheque will be assigned the appropriate cheque number.

If you have a duplicate cheque number, you may physically remove it from the stack available for printing and reply [***N***] to the present question. However, you will still not be able to use this cheque in the **Payroll** module.

After the checks have been printed, a message will be displayed asking if the checks are satisfactory. This permits the operator to print the checks a second time if they became jammed in the printer or misaligned in the first attempt.

When the operator has confirmed that the checks are satisfactory, the system will ask the operator to change to standard paper (printer should be switched to compressed printing at this time unless 132 column wide paper is available. When the operator indicates that this has been done, the check register will be printed for audit trail purposes.

Once the check register has been printed, the system updates the employee master records and prints a transaction audit report showing all transactions generated by the system. Generally, these transactions are the bank entry for each check and the computer generated deductions created in the check calculation program.

To begin this function, select *Print checks* from the *check* sub-menu.

From the menu displayed, enter the form to print the checks on and enter an optional 3 line comment. The printer select window appears for you to choose which printer to

send the checks to.

Next, you are prompted *Print forms alignment?*. Press **Y** to print a check mask. This may be done as many times as necessary to align the checks. The default is **Y** for yes. Press **N** to begin printing.

Special notes:
The order of cheque "printing" is:

1. Allow for alignment testing of cheque "forms"
2. Print all "paper" cheques
3. Allow re-printing of "paper" cheques
4. Allow for alignment testing of "direct deposit" stubs
5. Print all "direct deposit" stubs
6. Allow re-printing of "direct deposit" stubs
7. Send the eSend stubs
8. Print the cheque register

Handwritten check entry

At certain times it is not possible to use the computer to issue a payroll check. This happens most frequently with advance and termination checks. This program permits the operator to enter into the computer data concerning all checks that have been written manually.

The computer treats the data entered in this program as if it had been entered in the transaction programs and then paid using the check writing program. Full details of all items entered by the operator are printed in the transaction audit and check register reports.

The program makes use of two screens, which are referred to as Screen 1 and Screen 2. Screen 1 contains prompts for the 10 items mentioned below. Screen 2 is used to enter income items and non-governmental deductions.

Deduction amounts are normally entered as positive values. Use a negative value if the deduction in question was actually being refunded to the employee.

Only those employees whose status code indicates that they are eligible to be paid may have checks entered. No entries are permitted for employees who have been marked for deletion.

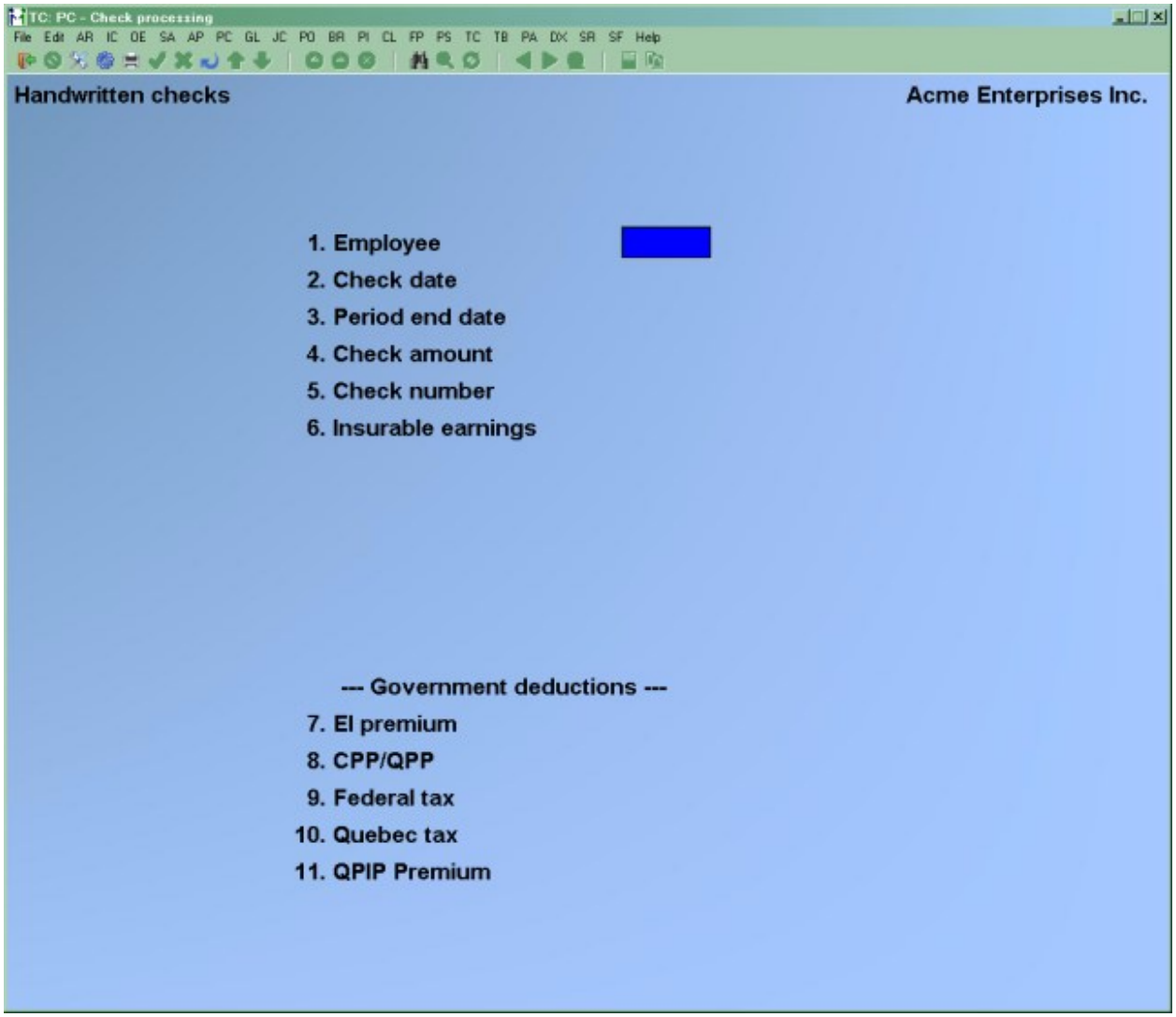
The operator must enter a number of items unique to the check before entering transaction data.

1. Employee
2. Check date
3. Check amount

4. Check number
5. Insurable earnings
6. Insurable weeks or pay frequency
7. Employment insurance deduction
8. Canada/Quebec pension deduction
9. Federal tax deduction
10. Quebec tax deduction

The check number is used in the payroll system to tie together data on the check file with that on the transaction file.

To begin this function, select *Handwritten check entry* from the *check* sub-menu. The following screen appears:


TC: PC - Check processing
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
Handwritten checks
Acme Enterprises Inc.
1. Employee
2. Check date
3. Period end date
4. Check amount
5. Check number
6. Insurable earnings
--- Government deductions ---
7. EI premium
8. CPP/QPP
9. Federal tax
10. Quebec tax
11. QPIP Premium

Enter the following data:

[?] 1. Employee

Enter the employee code. The employee's name is displayed by the system.

2. Check date

Enter the date the check was issued in the format MMDDYY.

3. Check amount

Enter the dollar amount of the check.

4. Check number

Enter a number to be used for reconciliation and audit trail purposes.

5. Insurable earnings

Enter the amount of insurable earnings. Caution is needed, as this is not necessarily the same value as gross earnings.

6. Insurable weeks

Enter the number of insurable weeks. Valid responses are **0** - **5**. Enter **0** and use the pay frequency if none of the above are applicable.

Enter a pay frequency if the employee had insurable earnings for the full pay period otherwise press **[Enter]**. This is an alternative to the insurable weeks field.

Government deductions

7. EI premium

Enter the amount of employment insurance deducted for this check.

8. CPP/QPP

Enter the amount of Canada/Quebec pension deducted for this employee.

9. Federal tax

Enter the amount of federal tax deducted for this check.

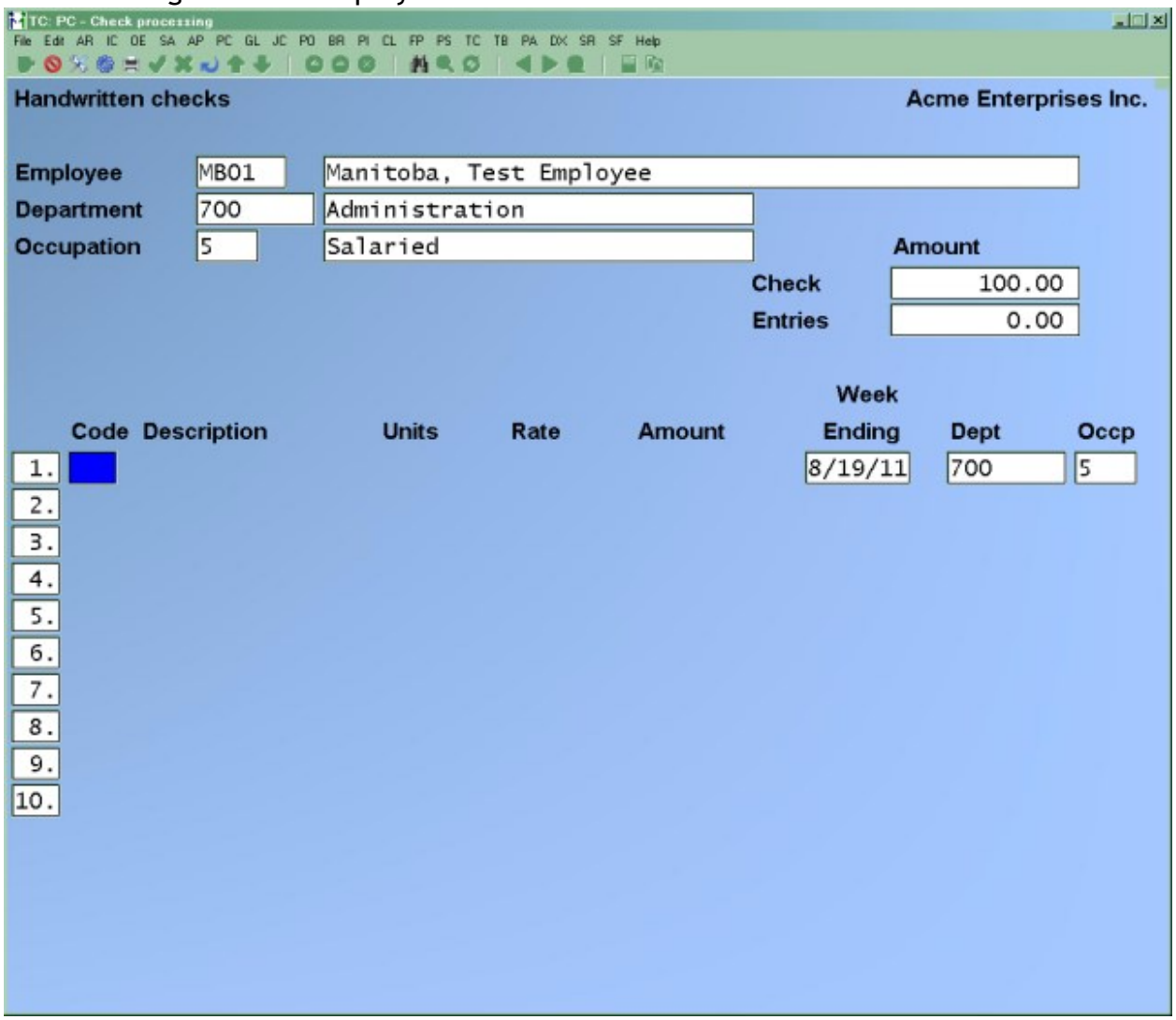
10. Quebec tax

Enter the amount of Quebec tax deducted for this check.

At "Field number to change ?", enter the number of the field(s) to be amended. If no

changes are required, press **[Enter]** to accept check information as entered and move on to second screen of entry. Press **[Esc]** to return to **Employee field** without processing check.

The following screen is displayed:



The employee code entered in Screen 1 is displayed, together with the employee's name, department and occupation from the master record. If the employee works in more than one department or at more than one occupation, these fields may be changed in the individual transaction entries.

The week ending date is required for the month end accounting routine. It must be prior to or the same as the check date.

Enter the following information:

[?] Code

Enter a transaction code. After a valid transaction code is entered the system will

display the description and pay rate.

Press **[Enter]** to end data entry and move to **Field number to change.**

Units

Enter the number of hours or units. If a negative number, enter the dash on the keyboard.

Rate

The rate established for the transaction and occupation code is displayed by the system.

Amount

Enter a value.

Week Ending

Enter a new date in the form MMDDYY. If no change is required press **[Enter]**.

[?] Dept

Enter a new department code. If no change is required, press **[Enter]**.

[?] Occp

Enter a new occupation code. If no change is required, press **[Enter]**.

At "Field number to change?", enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept check information as entered. If the entries equal the check amount, the computer then stores the check info for the transaction audit report and returns to **Employee** field.

Press **[Esc]** to abandon this check entry and return to **Employee** field.

Do you want $$$$.$$ to be the check amount?:

If the check amount does not equal the total of the entries, this message is displayed. If a mistake was made in entering the check amount on Screen 1 and the entries are correct, enter **Y** to change the check amount to $$$$.$$. The computer then stores this information for the transaction audit program and returns to Screen 1. Enter **N** to return to the **Field number to change** prompt and make corrections. To abort this check, press **[Esc]** at **Field number to change.**

Void Issued Checks

Checks can be entered into the payroll system in two ways:

1. Using the transaction entry, check calculation, and check print programs

2. Using the handwritten check program

The computer will only permit checks presently shown as outstanding in the check reconciliation process to be cancelled.

The computer retains on file information pertaining to checks so that the cancellation process can be performed quickly and efficiently. To cancel a check four items are required to uniquely identify the check:

1. Employee code
2. Check date
3. Check amount
4. Check number

Failure to enter any of these four items correctly will invalidate the cancellation process.

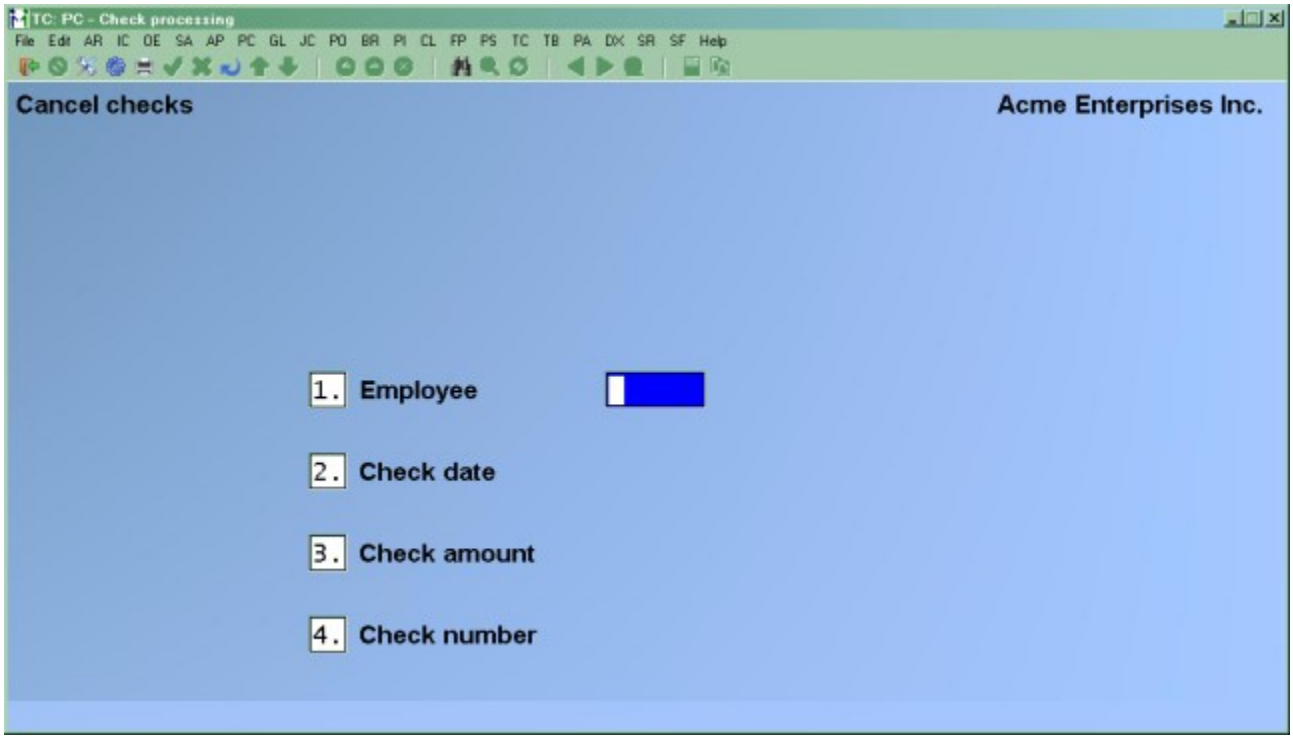
***** WARNING *****

When the check is cancelled, the employee's tax data is reduced and the journal entry calculations are also affected.

If the cancellation occurs in a different tax year than the original check and no replacement check is issued, negative values will be entered into the tax data and journal entry. Under these circumstances, it may be more appropriate to cancel the check via a separate journal entry in the general ledger and use the check reconciliation program to remove the check from the outstanding list.

To begin this function, select *Void Issued checks* from the *check* sub-menu.

The following screen appears:


TC: PC - Check processing
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
Cancel checks
Acme Enterprises Inc.
1. Employee
2. Check date
3. Check amount
4. Check number

Enter the following criteria for cancelling a check(s):

[?] 1. Employee

Enter a valid employee code.

2. Check date

Enter the check date in the format MMDDYY.

3. Check amount

Enter the amount of the check. Press **[Esc]** to return to **Employee** without cancelling check.

4. Check number

Enter the check number. Press **[Esc]** to return to **Employee** without cancelling check.

At "Field number to change?", enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept check information as entered. If the check exists with all information as entered, the computer then cancels the check and returns to **Employee** field. If any of the information does not match the check on file, a message indicating this is displayed, and the system returns to **Field number to change**.

Press **[Esc]** to abandon this check cancellation and return to **Employee** field.

Cancel direct deposits

Payroll supports the cancelling of direct deposits the same as checks. This is not meant to take the place of the archive/restore feature when there is an error in the processing and the file has not yet been sent to the financial institution, but rather for the one-time cancellation following submission to the bank.

Two flags have been added to the last page of *Payroll → F2 → Setup → Control information:*

- Allow cancel of funds transfer
- Allow funds transfer over-ride

When the *Allow cancel of funds transfer ?* flag is set to Y, then a direct deposit 'check' can be cancelled in the exact same manner as a normal computer check. The employee number, check date, check amount and check number must match before the 'check' can be cancelled.

This does NOT alter the contents of the PCFTxxxx.DAT file – this function is to be used AFTER the financial institution has removed or rejected an entry.

When the *Allow funds transfer over-ride ?* flag in the control file is set to Y, there is a flag – *Process funds transfer as checks*. If Y, then no funds transfer will take place – a normal check will be printed and processed.

These two flags work independently of each other.

Post check information

This function is used to permanently transfer the check information to the employee's records, and to the history files. This function must be run after all check processing has been completed.

To begin, select *Post check info* from the *check* sub-menu. The printer select window appears for you to choose which printer to send the document to.

Check reconciliation

NOTE: If you answered **Y** in *Setup » Payroll control information* to using the Bank Reconciliation module, this function will not appear as a menu item.

This program allows the operator to remove checks from the outstanding check list. The objective is to work in the same order that checks were processed by the bank and eliminate sorting the checks into numerical sequence.

The bank normally processes payroll checks in batches with a covering debit memo

showing the individual check amounts and the total of all checks listed. The operator will use these debit memos and batch totals to enter check data. The maximum number of checks that can be cleared in one batch is 150.

Where there are no batches or debit memos, the operator may clear individual checks as if each one was a batch or add several checks together and clear them as one batch.

The operator enters two pieces of information:

1. Check numbers
2. Batch or debit memo totals

The check numbers used in this program are the ones printed on the check register. The number printed on the checks by the printer who supplied the checks is a forms control number. It is intended to control the distribution and use of forms for internal purposes. The forms control number is not the same number as the check number referred to in this section.

The operator enters the check numbers which correspond to the items the bank has listed on the debit memo. As each check number is entered, the amount of the check is displayed.

After the last check number is entered, the operator enters the bank's debit memo amount for these checks. The computer adds the check amounts displayed for comparison to the bank debit memo amount. If the two totals agree, the checks are removed from the outstanding check list.

If there is a difference between the computed total and the bank batch total, the operator may do one of the following:

1. Amend the bank batch total
2. Review and change the individual check numbers
3. Add more checks to those already entered
4. Abandon the data

When differences exist between the total computed by the computer and the debit memo from the bank, the most likely causes are:

1. The bank debit memo is incorrectly added.

2. The operator has omitted checks which were on the bank memo.

3. The operator has included checks which were not on the bank memo.

4. The check amounts retrieved from the outstanding check file do not agree with those listed on the bank memo.

5. One or more checks is not on the outstanding check file.

The first error must be discussed with the bank. The second and third may be corrected by the operator. The last two may involve fraud.

When checks are not shown on the outstanding list but have been processed by the bank there are 3 possibilities:

1. The check was issued manually and never entered into the payroll system.

2. The check was entered into the system as part of a batch as indicated by the check register reports and none of the checks in the batch are on the outstanding list.

3. Fraud

The second is generally caused by incorrect backup and restore procedures and like the first can be corrected by entering the data using the manual check program.

To keep the **Cancel checks** program as easy to use as possible, all of the transactions which created the original check are kept on file. These transactions can only be removed after the check has been removed from the outstanding check list by reconciling it in this program or by cancelling it in the cancel checks program.

Go to *Reports* >> *Outstanding check list* for a report of all outstanding checks.
The Outstanding check list parameters allow you to include paper checks only, direct-deposit stubs only or both.

The outstanding check list report is only available if you are NOT using the Bank Reconciliation module to reconcile your payroll cheques / direct deposits.

1. Cut off date for outstanding checks Enter a date MMDDYY

2. Which check types ? P = Paper checks only
D = direct-deposit stubs only
B = Both

3. In order by N = Check number
D = Check date

Interfacing Bank Reconciliation

If you are using Samco's Bank Reconciliation package to balance and clear checks for your bank accounts, this function is not necessary

To clear issued checks through Payroll select *check reconciliation* from the *check* sub-menu.

For each check cleared by the bank, enter the following information:

Check #

Enter the check number. If the check is on file, the check amount will be displayed.

Press **[Enter]** to indicate the end of a batch.

Press **[Tab]** to exit this screen without reconciling current batch.

Enter amount bank processed for these checks

Enter the total from the bank debit memo or the total prepared manually.

At this point the computer will add the check amounts together for all the check numbers that have been entered by the operator. If the total computed by the computer agrees with the total entered by the operator, the screen will clear and return to the first field to allow the operator to begin another batch of checks.

If the totals do not agree, the following message is displayed:

These checks total $$$$$.$$ Do you wish to review them?

If you wish to verify that the correct check numbers and amounts have been entered, enter **Y** and the first check number and amount will be displayed. To move through the list, press **[Enter]** at the **Confirm?** prompt. If you determine that an error has been made, enter **N** and correct the entry. Pressing **[Enter]** in a check number field will remove that check number from the batch.

Press **N** to abandon this batch and/or begin from scratch.

Do you wish to add more checks to this batch?

If one or more checks is missed in the initial entry of this batch of checks, press **Y** and enter the check numbers.

Outstanding check list

The check list program will print the details concerning checks stored on the outstanding check file along with a total for these checks. The details, listed in check number sequence, are:

1. Employee name
2. Employee code
3. Check number
4. Check amount
5. Check data

The cut-off date for outstanding checks entered by the operator will be compared with the check issued date. All checks dated after this date will be omitted from the listing.

To begin, select *Outstanding check list* from the *Reports* sub-menu.

Enter the "Cut off date for outstanding checks:" in MMDDYY format. The printer select window appears for you to choose which printer to send the document to.

Consolidated check register

The consolidated check register combines all check registers that have not been processed through **Process journal entry**. This gives a complete picture of all checks that have been processed since the last journal entry calculation.

Direct deposit or EFT “checks” show up on the *Consolidated Check Register* with an * for easier identification.

The operator enters the pay period beginning and ending dates that are to be included in this report.

To begin this function select *Consolidated check register* from the *Reports* sub-menu.

Enter the following report criteria:

1. Beginning period end date
2. Ending period end date

Enter a date range for checks to include on the report. You may also press **[Tab]** to exit without printing.

The printer select window appears for you to choose which printer to send the document to.

Chapter 20

Employee Check Report

The employee check report is used to print a pay period by pay period summary of the checks issued to an employee. The information printed is:

From the employee's master record:

1. Name, department, occupation, status, and social insurance number
2. Date of birth, date started, and date terminated
3. The balance in the five user defined accrual accounts, accumulators 31 - 35

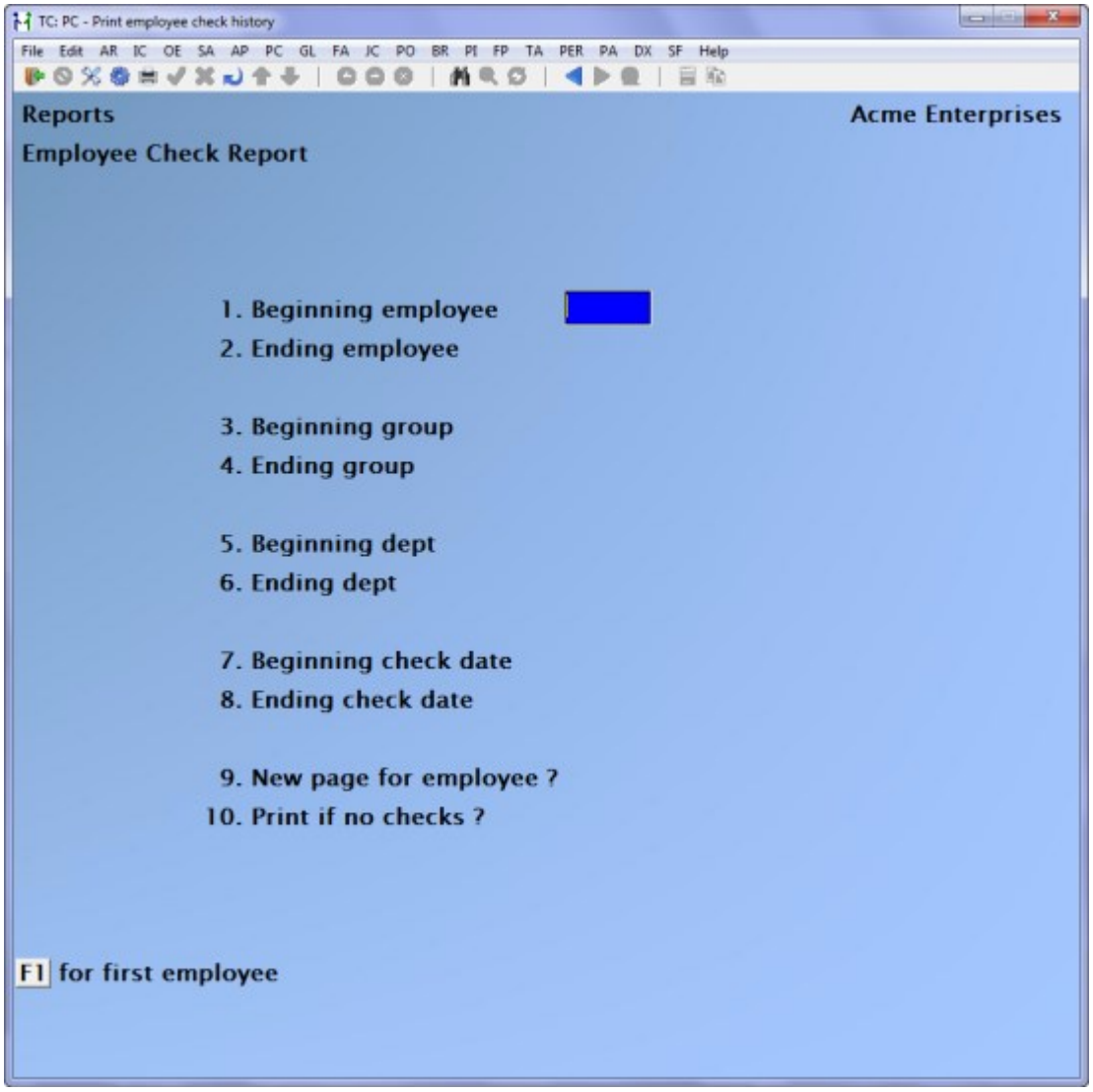
From the check history records:

1. Pay period end date
2. Check date
3. Check number
4. Check amount
5. Gross earnings
6. Insurable hours, weeks and earnings

This report will print one page per employee. The operator may select to print all employees, a range of employees, or employees belonging to specific groups or departments.

To Begin

From the *Payroll* main menu, select *Reports* » *Print Employee check report*. The following screen appears:


TC: PC - Print employee check history
File Edit AR IC OE SA AP PC GL FA JC PO BR PI FP TA PER PA DX SF Help
Reports
Acme Enterprises
Employee Check Report
1. Beginning employee
2. Ending employee
3. Beginning group
4. Ending group
5. Beginning dept
6. Ending dept
7. Beginning check date
8. Ending check date
9. New page for employee ?
10. Print if no checks ?
F1 for first employee

Enter the report criteria (be sure to follow the screen prompts at each field for options):

[?] 1. Beginning employee
[?] 2. Ending employee

Enter the range of employees to print.

[?] 3. Beginning group
[?] 4. Ending group

Enter the range of groups to print.

[?] 5. Beginning dept
[?] 6. Ending dept

Enter the range of departments to include in the report.

[?] 7. Beginning check date

[?] 8. Ending check date

Enter a range of check dates.

9. New page for employee ? Y/N

10. Print if no checks ? Y/N

At "Field number to change?", enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, print report and return to **Beginning employee** field.

Press **[Esc]** to return to **Beginning employee** field without printing a report.
The printer select window appears for you to choose which printer to send the document to.

Building business and technology relationships.

Chapter 21

Accumulator Report

This report lists the totals in the employee accumulators. The operator may select up to five accumulators to print at one time. The description (optional) and number of the accumulators selected will print at the top of the report. The report will print the amounts stored on each employee's master record with a total. Only employees with amounts in one or more of the specified accumulators will be printed.

The operator may choose to print by one of three different sequences:

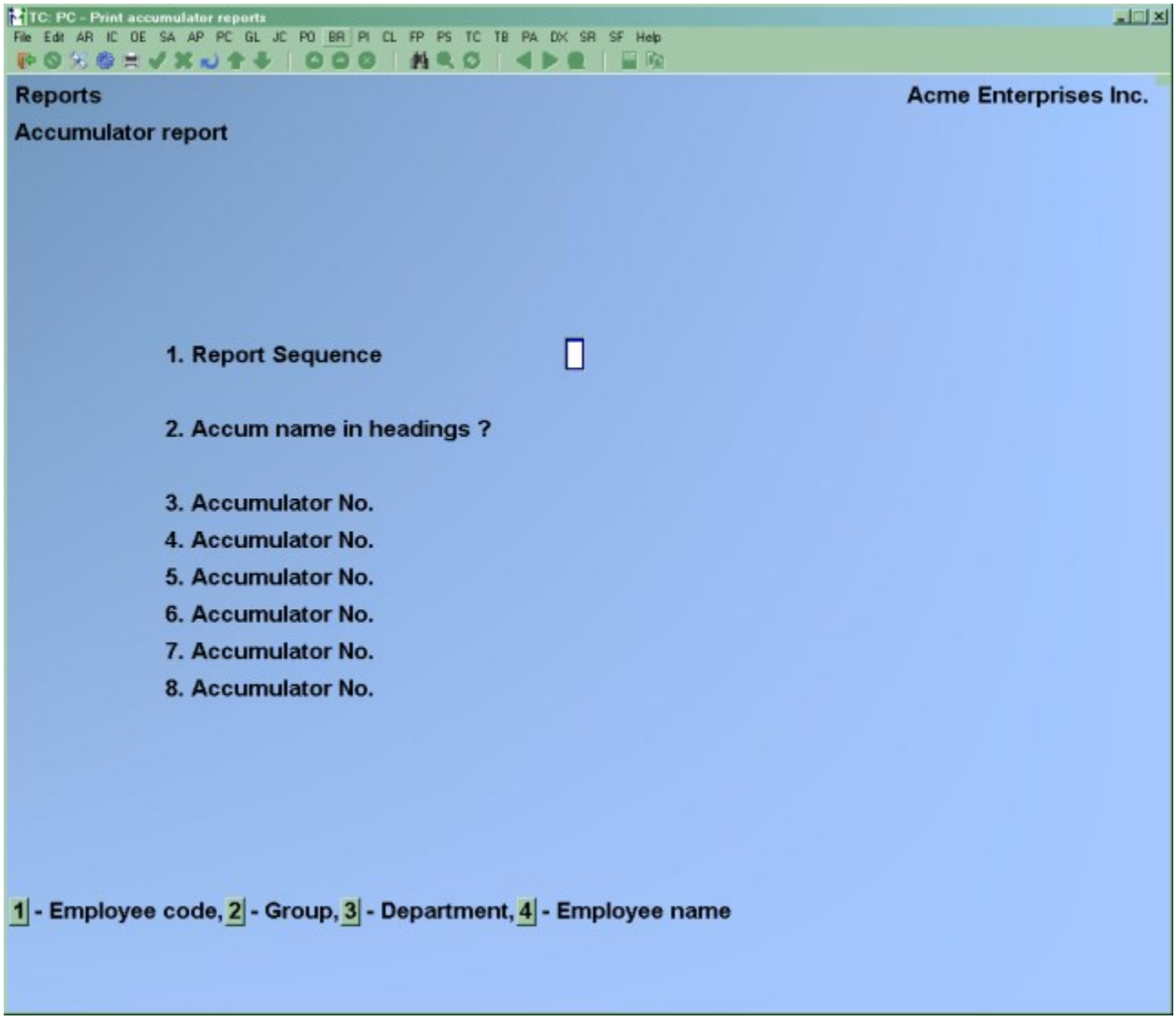
1. Employee code
2. Group
3. Department

If group or department sequences are selected, each group or department commences to print on a new page.

NOTE: This report is useful in completing the T4 summary by printing accumulators 36 - 45.

To Begin

From the *Payroll* main menu select *Reports* » *Accumulator report*. The following screen is displayed:


TC: PC - Print accumulator reports
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
Reports
Acme Enterprises Inc.
Accumulator report
1. Report Sequence
2. Accum name in headings ?
3. Accumulator No.
4. Accumulator No.
5. Accumulator No.
6. Accumulator No.
7. Accumulator No.
8. Accumulator No.
1 - Employee code, 2 - Group, 3 - Department, 4 - Employee name

Enter the following report criteria:

1. Report sequence

Enter the appropriate number for the sequence in which the report is to print. Press **[Tab]** to exit this program without printing report.

1	Employee code
2	Group
3	Department
4	Employee name

2. Accum name in headings ?

Answer **Y** to have the description of the accumulators included in the heading of the report.

[?] 3 - 8. Accumulator no.

Enter the accumulator numbers that are to be printed on the report. Up to 6 numbers in the range 1 to 999 may be entered.

Press **[Enter]** to jump to "Field number to change ?" if fewer than 6 accumulators are being printed. Press **[Esc]** to return to **Report sequence** without executing report.

At "Field number to change?", enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, print report and return to **Report sequence** field.

Press **[Esc]** to return to **Report sequence** field without printing report.

The printer select window appears for you to choose which printer to send the document to. You can now print the Accumulator Report to the X. Export Printer.

Chapter 22

Transaction Detail Report

The transaction detail report repeats the information shown on the transaction audit reports. It allows the operator to present the information in formats which may be more meaningful. The detail payroll transactions are kept on file in much the same way as we keep all of the general journals in the General Ledger Detail History. Data in this file is "protected" by the software for a period of seven years (minimum); simply put, you cannot purge data from Payroll until it is over seven years old. This results in the availability of electronic payroll records for the use of Canada Revenue Agency (CRA) auditors; this in compliance with the Record Keeping guidelines provided by the CRA.

The operator may choose to print the following information:

1. Print all transactions
2. Print paid transactions only
3. Print unpaid transactions only

The operator may select to print the report for any range of pay period ending dates and employees.

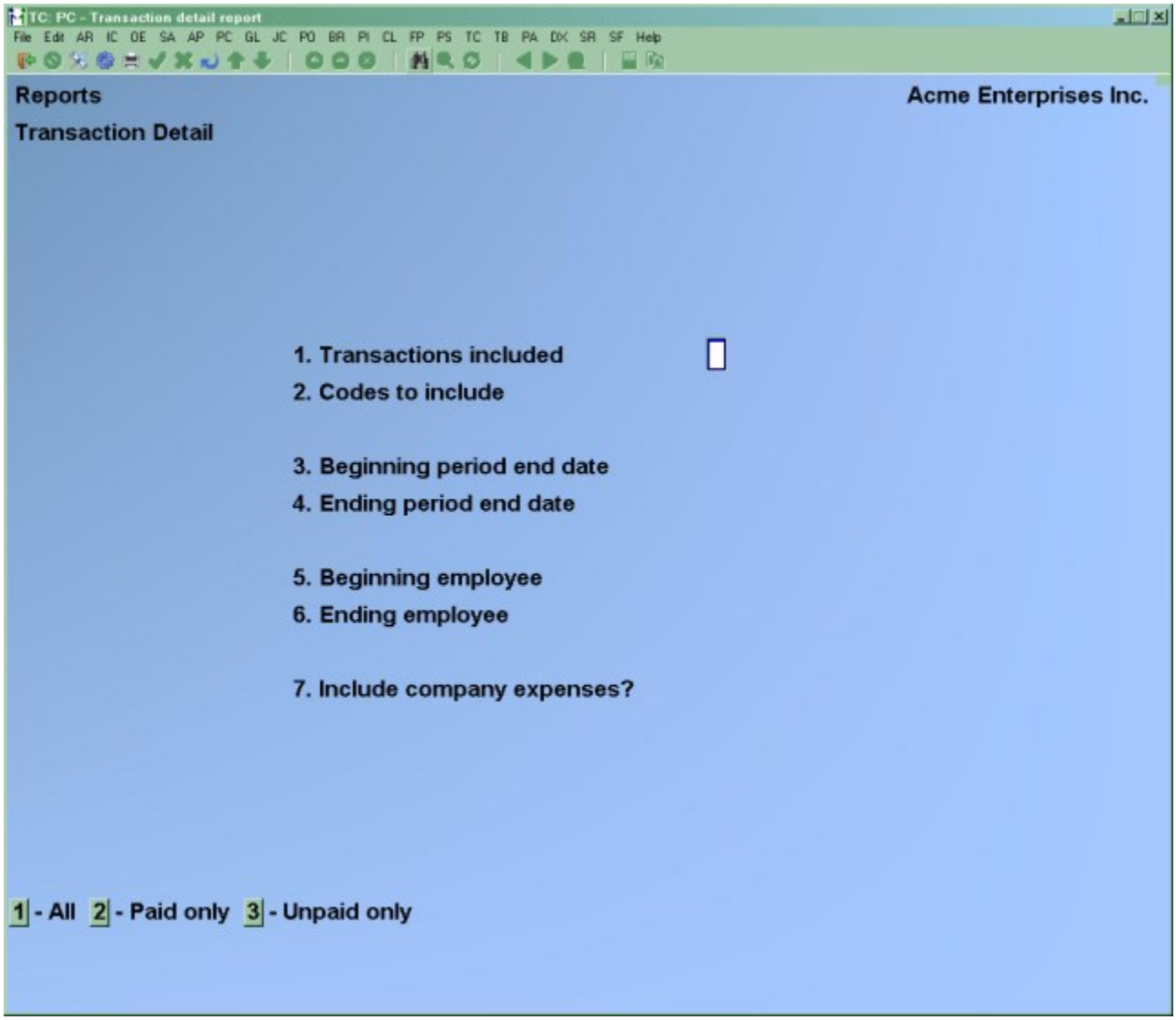
The report is printed in employee code sequence with a subtotal for each employee and grand totals at the end.

A source code is included on the report. Any transaction that does not print a source is a normal operator entered transaction. Other source codes are:

A Calculated amount was adjusted by the operator
C Calculated amount was adjusted by the computer
H Handwritten cheque entry
M Machine generated transaction following an operator entry
Q Machine generated transaction during cheque processing

To Begin

From the *Payroll* main menu select *Reports* » *Transaction detail report*. The following report criteria screen appears:


TC: PC - Transaction detail report
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
Reports
Acme Enterprises Inc.
Transaction Detail
1. Transactions included
2. Codes to include
3. Beginning period end date
4. Ending period end date
5. Beginning employee
6. Ending employee
7. Include company expenses?
1 - All 2 - Paid only 3 - Unpaid only

Enter the following report criteria:

1. Transactions included

Options are:

1	Print all transactions
2	Print paid transactions only
3	Print unpaid transactions only

Press **[Tab]** to exit without printing report

[?] 2. Codes to include

Press [F1] for all or up to 10 transactions codes.

3. Beginning period end date
4. Ending period end date

Enter the period end date range to include in this report.

[?] 5. Beginning employee
[?] 6. Ending employee

Enter the range of employees to include in this report.

7. Include company expenses?

If you answer Y, the detail for each employee for the benefits (e.g. CPE, EIE, WCB) will be included. Otherwise, the report will only show the income and deductions for the employee range.

At "Field number to change?", enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, print report and return to **Transactions included** field.

Press **[Esc]** to return to **Transactions included** field without printing report.

The printer select window appears for you to choose which printer to send the document to. You can now print the Transaction Detail Report to the X. Export Printer.

Chapter 23

Deduction Analysis Report

The deduction analysis report is used to provide details concerning employee deductions. The operator selects the pay period ending dates and the deductions that are to be included in the report.

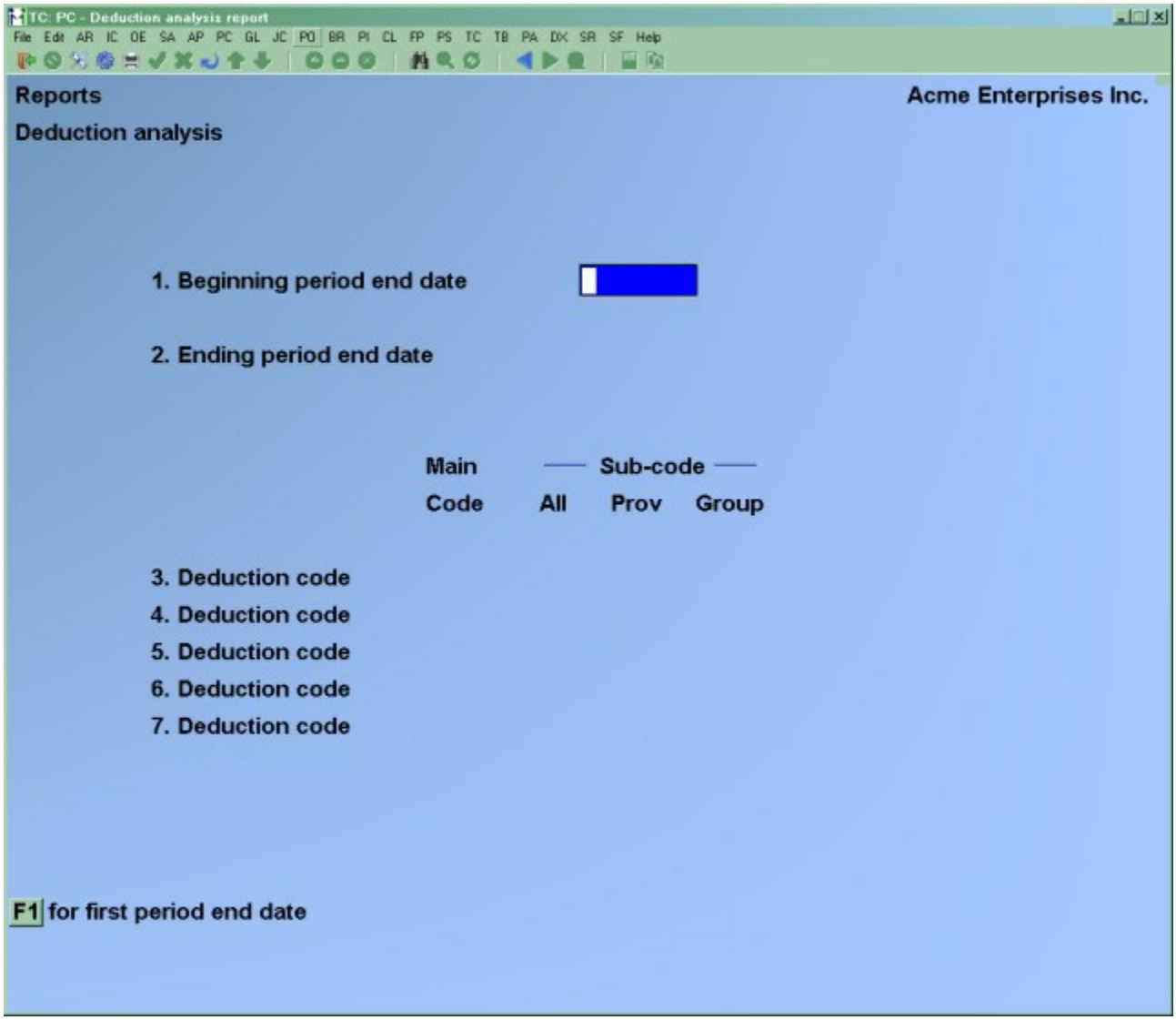
A maximum of five deductions may be selected to print at one time. The transaction codes entered for analysis must have been established as type "D" (deduction) in transaction code maintenance. The report prints in employee code sequence.

***** WARNING *****

In the normal course of events, transactions are deleted once cheques are cleared through the bank (either through cheque reconciliation or the B/R module), and a journal entry has been calculated which starts the housekeeping process. Accordingly this report may not provide the detail expected by the operator.

To Begin

From the *Payroll* main menu select *Reports* » *Deduction analysis*. The following report criteria screen is displayed:



Enter the following report criteria:

1. Beginning period end date
2. Ending period end date

Enter the period end date range to include in this report.

3. - 7. Deduction code

Enter up to 5 deduction codes of transactions to be printed.

[?] Main Code

Enter the transaction codes to be reported on. Press **[Enter]** after the last transaction code was typed if fewer than 5 transaction codes are to be input.

Sub-code

Enter a valid sub code to complete the transaction code.

All

Answer **Y** if the transaction code with the sub-code all is desired.

Prov

Enter a valid province code to include the transaction code with the specified main code that is set up for this province. Press **[Enter]** to skip this criterion and specify a group.

[?] Group

Enter a valid group number to include the transaction code with the specified main code that is set up for this group, or press **[Enter]** to skip this field.

At "Field number to change?" enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, print report and return to **Beginning period end date** field.

Press **[Esc]** to return to **Beginning period end date** field without printing a report.

The printer select window appears for you to choose which printer to send the document to.

Chapter 24

Group Deduction Report

The group deduction report prints up to four deductions at a time in group number sequence. The operator may request up to nine copies of the report. The paper advances to a new page before commencing to print each succeeding group.

The operator may select the pay period ending dates that are to be included in the report.

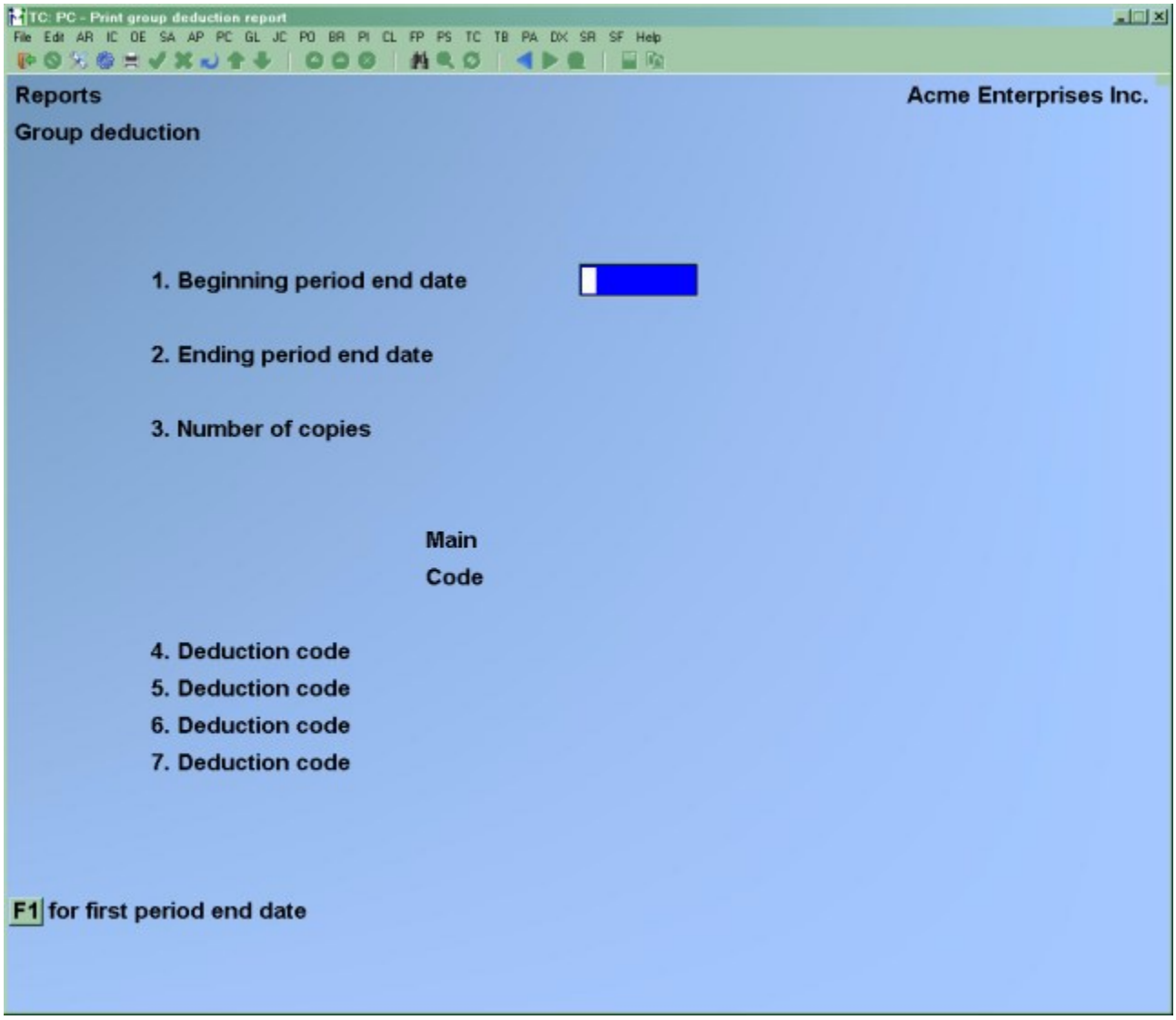
This report prints the following data on a separate page for each group:

1. Employee code
2. Employee name
3. Employee social insurance number
4. Up to four categories of group deductions
5. Total group deduction
6. Group hours worked

Totals are printed for each group as well as an overall total for the company.

To Begin

From the *Payroll* main menu select *Report » Group deduction*. The following report criteria screen appears:


TC: PC - Print group deduction report
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
Reports
Acme Enterprises Inc.
Group deduction
1. Beginning period end date
2. Ending period end date
3. Number of copies
Main
Code
4. Deduction code
5. Deduction code
6. Deduction code
7. Deduction code
F1 for first period end date

Enter the following report criteria:

1. Beginning period end date
2. Ending period end date

Enter the period end date range to include in this report.

3. Number of copies

Enter the number of copies of this report to print (maximum of 9).

4 -7. Deduction code

Enter codes of deduction type transactions to be printed.

[?] Main Code

Enter the transaction codes to be reported on. Press **[Enter]** after the last transaction code typed if fewer than 4 transaction codes are to be input.

At "Field number to change ?" enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, print report and return to **Beginning period end date** field.

Press **[Esc]** to return to **Beginning period end date** field without printing report.

The printer select window appears for you to choose which printer to send the document to.

Chapter 25

Record of Employment

The record of employment program is intended to assist the payroll clerk in preparing the federal government's record of employment (ROE) form. This report is printed on the ROE continuous forms issued by the Government of Canada.

***** WARNING *****

Separation data is stored on file for one year and then dropped from the system during the journal entry housekeeping process. This may lead to incorrect ROE forms if they are not issued at every termination and the last 20 weeks of employment span a period greater than 52 weeks.

A valid record of employment form cannot be printed for employees if some of the information is contained on this system and some on another payroll system prior to conversion to this system.

For full time employees, it will take 20 insurable weeks on this system before the data is correct in the insurable earnings by pay period section. It will take 52 weeks before the number of insurable weeks for which EI premiums were payable in the last 52 is correct.

The following items are not entered by the computer:

1. Serial number of prior ROE being amended or replaced
2. EI premiums payable up to date.
3. Paid sick/maternity leave or wage loss indemnity payments payable after EI premium cut-off date.
4. Expected date of recall
5. RCT number used to get this ROE form if not the one listed.
6. Additional monies paid or payable on or after termination.
7. Telephone number of issuer.

8. Date of issue.

The operator must be sure to update the master record before using this program.

The operator must review the form carefully before signing same:

1. The first day worked is taken from the master record start date. Errors may exist if the employee is subject to layoffs and recalls.

2. The last day worked is taken from the termination date in the employee master record (see *Employee Data*).

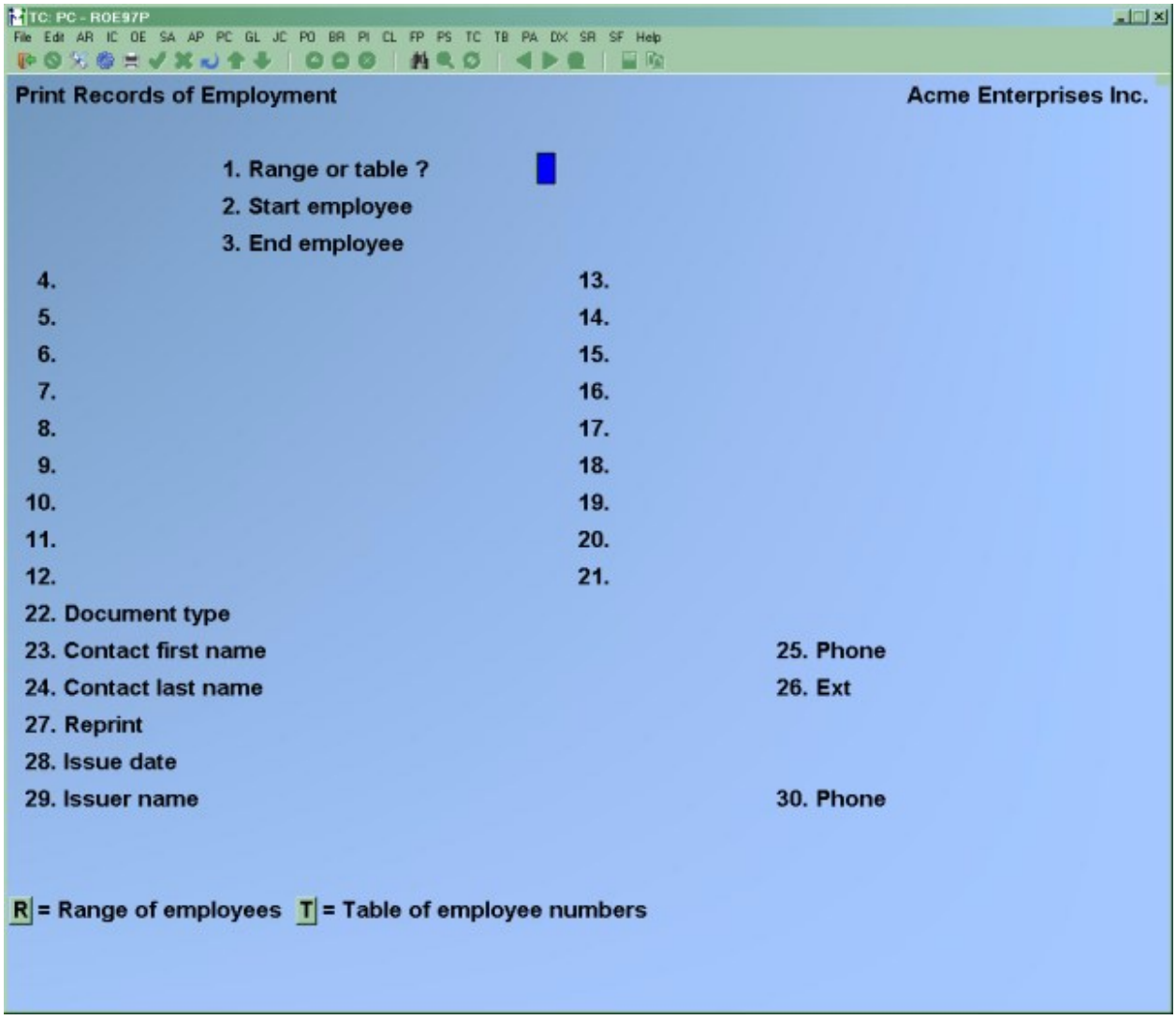
3. If the operator does not exercise care in entering the proper pay period ending dates during the cheque calculation procedure, the insurable earnings by pay period will be affected.

The record of employment program prints all insurable earnings that have not previously been printed using this program.

The operator may print the forms alignment as many times as required to line up the forms. A dummy form or mask is printed for alignment purposes.

To Begin

From the *Payroll* main menu select *Reports » Record of employment*. The following report criteria screen is displayed:



Enter the following report criteria:

1. Range or table ?

Enter **R** to enter a range of employees, or **T** to enter a list of up to 18 individual employees.

[?] 2. Start employee
[?] 3. Ending employee

If you selected **R** in the previous field enter a range of employees to print this report for. Otherwise the field is skipped.

[?] 4. - 21. Employee code

Enter up to 18 individual employee codes for which an ROE is to be printed. Press **[Enter]** instead of an employee code if there are fewer than 18 to be generated.

If you selected **R** in field *1. Range or table ?* these fields are skipped.

22. Contact

Enter the contact person to be printed on the ROE(s).

23. Phone

Enter the contact's phone number.

24. Issuer

Enter the name of the person or organization issuing the ROE(s).

25. Phone

Enter the phone number of the person or organization issuing the ROE(s).

26. Issue date

Enter in MMDDYY format the date the ROE(s) was issued.

27. Comments

Enter up to 2 lines of comments to be printed on the ROE(s).

28. Reprint

Answer **Y** if this is a reprint of a previously generated ROE(s).

At "Field number to change?" enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept codes as entered, print report(s) and return to first employee code field.

Press **[Esc]** to return to first employee code field without printing any ROE's.

The printer select window appears for you to choose which printer to send the document to.

Print forms alignment?

Default is **Y**. Press **[Enter]** to get a dummy form or mask alignment of the forms. Enter **N** once the forms are positioned correctly.

TIP!

For ROE purposes, you must report all insurable earnings the employee received—not just the EI maximum insurable earnings amount. That is why the system keeps accumulating them.

"While insurable earnings for premium purposes are limited annually, there is no such maximum for EI reporting purposes."

ROE Web

The Canada Revenue Agency's ROE Web is a secure, web-based application that enables employers to create, submit and print 53 Week ROEs via the Internet. Employers can then view, retrieve and amend ROEs at anytime. ROE Web offers two methods of issuing ROEs electronically:

1. online data entry
2. Bulk transfer.

In SAMCO Power Accounting, there has always been the ability to print an ROE (Form ROEPP) and enter the printed data online to ROE Web. With this Build of the software, we introduce the features developed to interface with ROE Web allowing you to extract payroll data and submit it directly to Service Canada individually or in batches of up to 911 ROEs per bulk file.

Go to ***PAYROLL → REPORTS → RECORD OF EMPLOYMENT*** and proceed as you normally would. At the field [Document type] specify: [P] Printed form (to print the ROE to paper) OR [X] XML file (to send the ROE data to file).

The message *Generating file: ROExxxxx.BLK* will be displayed while the file is being created. On completion, the system will display *ROE bulk file ROExxxxx.BLK successfully created. Press ENTER to continue*. You can then transmit the file to ROE Web as per the CRA's instructions.

The first file that you create for a company will be named ROE00001.BLK and will be saved into your company sub-directory (folder), under the main SSI directory (folder). For example, if you created ROE file #1 for company 01, then you would find the file in C:\SSI\01\> or /usr/ssi/01/. The file number will be incremented by one for each subsequent file that you create (E.G. ROE000001.BLK, ROE000002.BLK, etc.).

There is no facility in the software for this number to be re-set as the file names must remain as transmitted to the government. Linux users will have to move or copy this file to a directory that is shared in the browser so that it can be submitted to CRA.

Contact SAMCO Support for assistance in sharing your SSI directory should that be required.

You may visit www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/t4127 for further details on ROE Web.

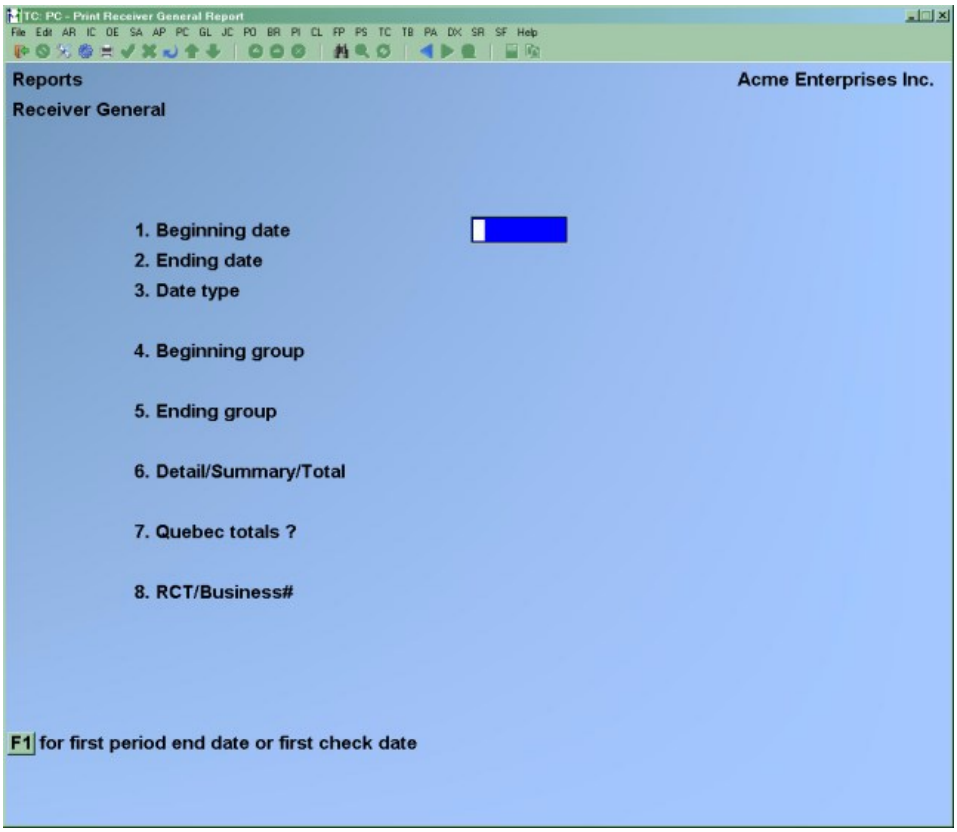
Chapter 26

Receiver General Report

The Receiver General Report is used for the periodic remittance of Federal Income Tax, Quebec Income Tax, CPP contributions, QPP contributions, and EI contributions.

To Begin

From the *Payroll* main menu select *Reports* » *Receiver general*. The following report criteria screen is displayed:


TC: PC - Print Receiver General Report
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
Reports
Acme Enterprises Inc.
Receiver General
1. Beginning date
2. Ending date
3. Date type
4. Beginning group
5. Ending group
6. Detail/Summary/Total
7. Quebec totals ?
8. RCT/Business#
F1 for first period end date or first check date

Enter the following report criteria:

1. Beginning date
2. Ending date

Enter the date range to include in this report. Whether this is the period end or check date is determined by the next entry field.

3. Date type

Enter **P** to use the period end date or **C** for the cheque date for the previously entered date range.

[?] 4. Beginning group
[?] 5. Ending group

Enter a range of groups to include in this report.

6. Detail/summary/total

Answer **D** for a detailed version, **S** for a summarized version, or **T** for totals only.

7. Quebec totals ?

Answer **Y** to include figures for Quebec income tax, and QPP.

8. RCT/Business #

Press **[F1]** to print the report for all employees, **[Enter]** to include only those employee's belonging to the default RCT / Business number, or select **1** through **5** to include employee's belonging to one particular RCT / business number.

The default, and 1 - 5 RCT / Business numbers are setup in the *Setup » Payroll control information* function.

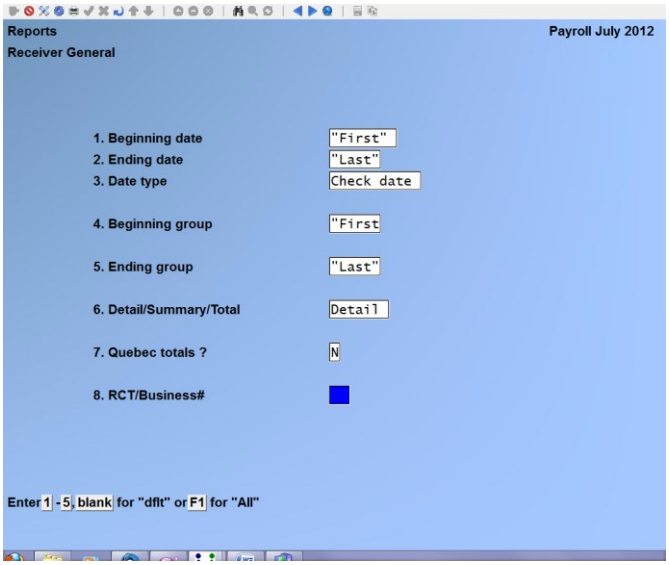
At "Field number to change?" enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, print report and return to **Beginning period end date** field.

Press **[Esc]** to return to **Beginning period end date** field without printing a report.

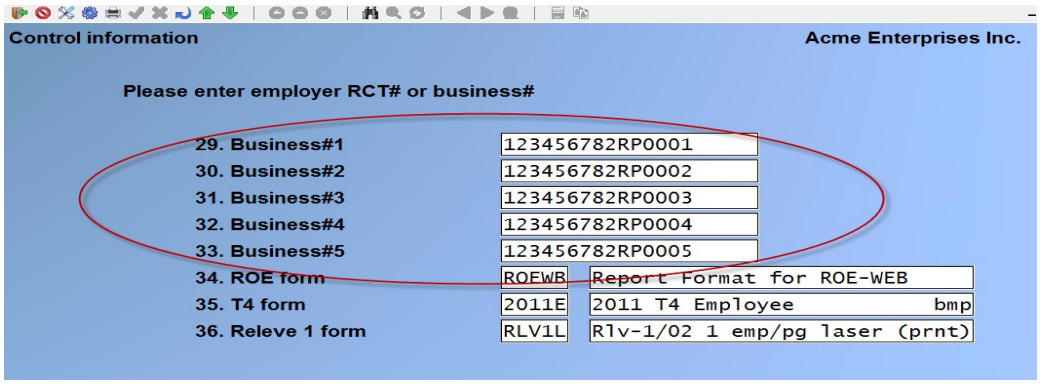
The printer select window appears for you to choose which printer to send the document to.

Business number included on Receiver General Report

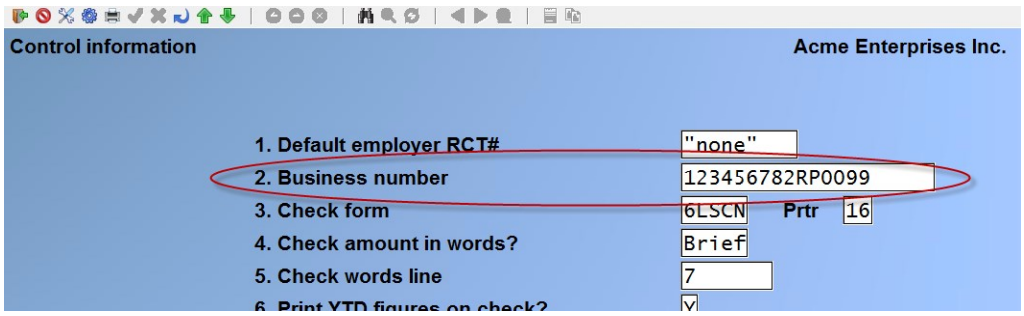
The header of the Receiver General report now includes the Business number as entered on the report parameter screen. The choices remain 1-5, blank for ”dflt”, F1 for “All”:



1-5 relates to the 5 additional business number fields on the third page of control information:



When selecting the default, the system will choose the BIN from the first page of the control information.



When the set up is “dflt” or ‘1’, the report looks like this:

Date 06/20/12 Time 15:07:41 Acme Enterprises Inc. User: KCP Report #4928 Page 0001

RECEIVER GENERAL REPORT

For check date from JAN 01 12 to JUN 30 12
Business No.: 123456782RP0099

Emp-no	Employee-name	Check-#	Prd-date	Chk-date	CPP	CPE	EIC	EIE	Federal Tax	Gross Pay
ACCRUL	Smith, Jon	394	04/24/12	04/24/12	.00	.00	.00	.00	.00	.00
AG01	Agnew, David	380	03/02/12	03/09/12	.00	.00	.00	.00	.00	3.00
		1000026	04/23/12	04/23/12	3.48	3.48	3.66	.00	.00	200.00
					3.48	3.48	3.66	.00	.00	203.00
BC01	British Columbia, Test Employe	377	12/31/11	01/07/12	46.65	46.65	19.71	.00	108.79	1,076.96
					46.65	46.65	19.71	.00	108.79	1,076.96
BL02	Black, Robert	378	01/20/12	01/20/12	.00	.00	22.11	.00	119.13	1,208.00
		379	02/03/12	02/03/12	.00	.00	22.11	.00	119.13	1,208.00
					.00	.00	44.22	.00	238.26	2,416.00
CH01	Charlesworth, Betty	1000024	04/16/12	04/16/12	594.00	594.00	.00	.00	136.10	1,500.00
					594.00	594.00	.00	.00	136.10	1,500.00
SMITJ	Smith, Joseph	405	05/31/12	05/31/12	.00	.00	.92	.00	.00	50.00
					.00	.00	.92	.00	.00	50.00
					644.13	644.13	68.51	.00	483.15	5,245.96

No. of employees : 6

Grand Total CPP .....:	1,288.26
Grand Total EIE .....:	68.51
Grand Total Federal tax:	483.15
Total Receiver General :	1,839.92

-- End of report --

When the set up is “ALL”, the report looks like this:

Date 06/20/12 Time 15:04:25 Acme Enterprises Inc. User: KCP Report #4927 Page 0001

RECEIVER GENERAL REPORT

For check date from JAN 01 12 to JUN 30 12
Business No.: "All"

Emp-no	Employee-name	Check-#	Prd-date	Chk-date	CPP	CPE	EIC	EIE	Federal Tax	Gross Pay
ACCRUL	Smith, Jon	394	04/24/12	04/24/12	.00	.00	.00	.00	.00	.00
AG01	Agnew, David	380	03/02/12	03/09/12	.00	.00	.00	.00	.00	3.00
		1000026	04/23/12	04/23/12	3.48	3.48	3.66	.00	.00	200.00
					3.48	3.48	3.66	.00	.00	203.00
BC01	British Columbia, Test Employe	377	12/31/11	01/07/12	46.65	46.65	19.71	.00	108.79	1,076.96
					46.65	46.65	19.71	.00	108.79	1,076.96
BL02	Black, Robert	378	01/20/12	01/20/12	.00	.00	22.11	.00	119.13	1,208.00
		379	02/03/12	02/03/12	.00	.00	22.11	.00	119.13	1,208.00
					.00	.00	44.22	.00	238.26	2,416.00
CH01	Charlesworth, Betty	1000024	04/16/12	04/16/12	594.00	594.00	.00	.00	136.10	1,500.00
					594.00	594.00	.00	.00	136.10	1,500.00
SMITJ	Smith, Joseph	405	05/31/12	05/31/12	.00	.00	.92	.00	.00	50.00
					.00	.00	.92	.00	.00	50.00
					644.13	644.13	68.51	.00	483.15	5,245.96

No. of employees : 6

Grand Total CPP .....:	1,288.26
Grand Total EIE .....:	68.51
Grand Total Federal tax:	483.15
Total Receiver General :	1,839.92

-- End of report --

Chapter 27

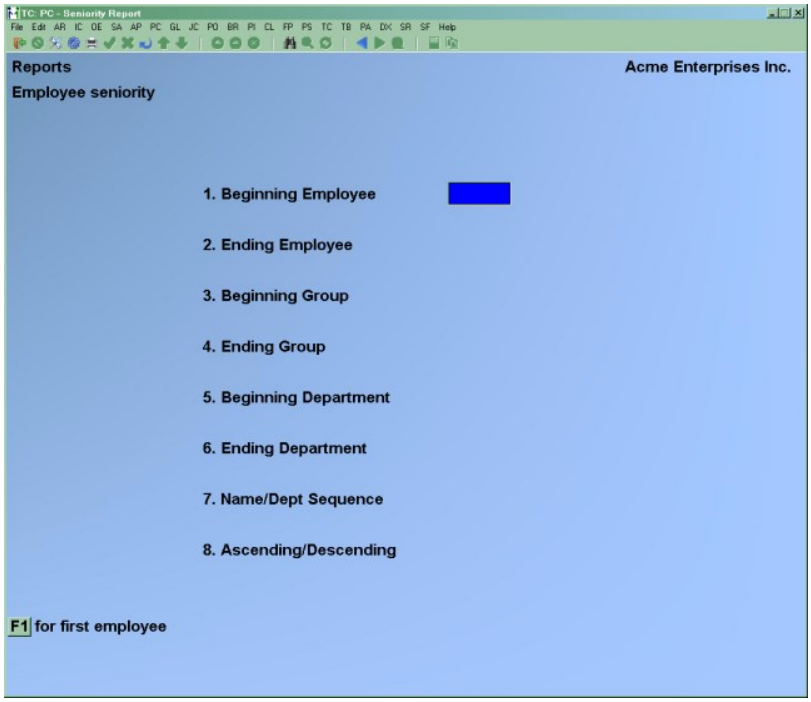
Seniority Report

This summary type report has a primary sort by name or department, and a secondary sort by employee name or seniority date when grouped by department. The following information for each employee is included:

- Seniority date
- Hourly rate
- Occupation code
- Department code

To Begin

Select *Seniority report* from the *Reports* sub-menu. The following report criteria screen is displayed:



[?] 1. Beginning employee
[?] 2. Ending employee

Enter a range of employees to include on the report. Follow the screen instructions for further options.

[?] 3. Beginning group
[?] 4. Ending group

Enter a range of groups to include on the report. Follow the screen instructions for further options.

[?] 5. Beginning department
[?] 6. Ending department

Enter a range of departments to include on the report. Follow the screen instructions for further options.

7. Name/Dept Sequence

Choose the sequence you want the detail sorted by - **N** for name, or **D** for department.

If you choose by name, the report will be sorted entirely in alphabetical order. Sorting by department will sort initially by department, and then by seniority date.

8. Ascending / Descending

If you chose to sort by department, enter **A** if you want the secondary sort to be oldest

seniority date to newest. For example, all employees belonging to department 1 will be grouped together but starting with oldest seniority date first. Enter **D** to start with the newest seniority date.

When you are finished entering the report criteria, make any changes, and press **[Enter]** to continue. The report printer selection window then appears for you to choose the destination for the report.

Chapter 28

Funds Transfer

This function is used for the creation of the electronic funds transfer file (aka EFT) which can be sent to your banking institution for the automatic disbursal of payroll funds directly to each employee's bank account(s).

If you set *Create file with cheques ?* to **Y** in *Setup » Payroll control information*, you do not need to run this function as the electronic funds transfer (EFT) file has automatically been created. If it is set to **N**, data is created in the funds transfer file but the EFT transmission file must be manually created using this function.

Optionally, this function can be used to generate a report of previous EFT transmissions without actually generating a new file.

How EFT Works

Electronic Funds Transfer (EFT) replaces the standard issuing of payroll cheques by allowing you to send to your banking institution a transmission file. The bank then processes the file, withdrawing the funds from your account and automatically depositing them into each employee's bank account(s) (up to 2 accounts per employee are supported).

EFT and Payroll

The Samco Canadian Payroll system provides a simple method for generating the EFT transmission file to be sent to your bank. Here is a basic outline of how it works:

1. First of all you must confirm with your banking institution that the file created by the Samco Canadian Payroll system conforms to their file format.

   Currently the following formats are supported:

- Royal Bank
- Scotia Bank
- Alberta Treasury Branch
- Bank of Montreal
- CIBC
- Toronto Dominion
- Canadian Payroll Association (CPA)
- National Bank CPA

Other institutions using the standard Canadian Payroll Association format may also support our EFT file.

2. Each bank is slightly different in how it likes to receive the file (on a data disk or by modem). Check with them on the procedures necessary to accomplish the transferring of the file. In most cases your account manager can put you in touch with a representative from their data processing department.

3. On the 3rd screen of the *Maintain payroll control data* function the information must be set up regarding your bank account, the EFT process, and how the bank wants the file to look.

If you are in the process of setting up your employee file to support EFT, you can set the "Setup mode ?" flag to **Y**. This will allow you to continue issuing cheques, even to employees who have bank information on file. If this flag is set to **N**, all employees with EFT bank information set up will have EFT records created in place of a payroll cheque.

4. In each employee record you must enter the following information regarding their bank account(s):

- Bank transit #
- Bank account
- Auto transit # (optional)
- Auto bank account (optional)
- Auto amount (optional)

The "auto" information is optional and allows you to deposit a fixed amount into a second account on the employee's behalf with the balance being deposited to the first account.

5. When the payroll cheques are printed any employees on the cheque run who do not have bank accounts to deposit to will continue to get physical cheques. All other employees will have funds transfer requests produced in the funds transfer file.

Once the physical cheques have been printed, then a new function is called to print cheque stubs for those employees who are getting their cheques deposited directly to their account. These stubs must be approved before the software will continue, thus allowing the user to reprint them if there is any problem. Once the user indicates that the stubs were correctly printed, the cheque register and the audit report will be

produced as normal.

6. After the audit report, if the payroll control data file says that the EFT transmission file is to be produced at the same time as the cheque run, the EFT creation function will be called and the report will be run showing what was put into that EFT transmission file. Otherwise, the EFT request will be put into the funds transfer file for later transmission file creation in this, the *Funds transfer*, function.

The *Funds transfer* function is only required if you do not want the EFT transmission file created automatically during the cheque run process or to re-create a previously generated EFT transmission file.

For further details refer to the earlier chapters *Payroll Control File* and *Employee data*.

Important Note

The electronic funds transfer function works with two distinct data files. The first is referred to as the "funds transfer file". This file contains all funds transfer transactions - including those already sent to the bank and those which have not.

The second file is referred to as the EFT transmission file. This is the actual file which is sent to the banking institution. Each individual EFT file transmitted to your bank should have a unique name. Consequently you will have multiple EFT files as time goes on.

Each record in the funds transfer file has a 4 digit file creation number. This file creation number corresponds to the EFT file number each transaction was submitted to. Any records not submitted to an EFT file are left blank and considered "new".

At any point an EFT file can be recreated using this function and the file creation number of the records retained in the funds transfer file.

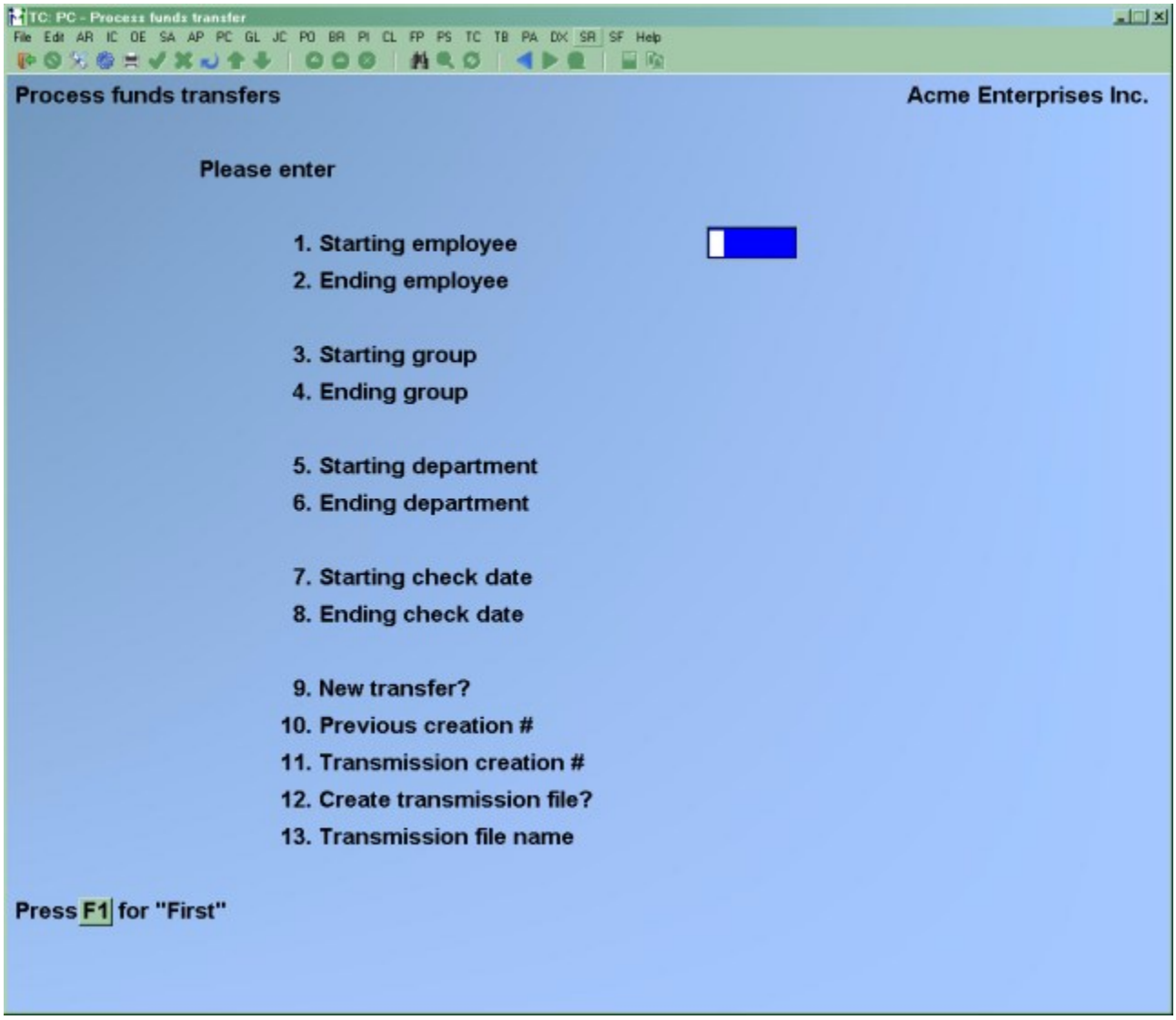
For example, let us assume that you ran a previous payroll for the first time last month, created, and submitted an EFT file for these transactions. At this point the transactions will have a file creation number of "0001". If you run a second payroll and do not create an EFT file they will have a blank file creation number. At this point you could recreate the first EFT file by identifying file creation number 0001 or 1 using the *Process funds transfer* function. Once the "new" or " " records are used to create an EFT file, they will have a file creation number of 0002 or 2.

If you have been running an existing payroll or are on-line for the first time, we highly recommend that you backup your data files and experiment with this function by running two or three sample payroll runs with different cheque dates for a couple of employees, and running this function to create new and recreate previous EFT files.

Be sure to restore your actual working data back onto the system to overwrite the test data before running any new actual payroll transactions.

To Begin

From the *Payroll* main menu select *Process funds transfer*. The following screen is displayed:


TC: PC - Process funds transfer
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
Process funds transfers
Acme Enterprises Inc.
Please enter
1. Starting employee
2. Ending employee
3. Starting group
4. Ending group
5. Starting department
6. Ending department
7. Starting check date
8. Ending check date
9. New transfer?
10. Previous creation #
11. Transmission creation #
12. Create transmission file?
13. Transmission file name
Press F1 for "First"

Enter the following criteria for creating the EFT file or only printing the report:

[?] 1. Starting employee
[?] 2. Ending employee

Enter a range of employees to create EFT transactions for. Press **[F1]** at each field to include "All" employees.

[?] 3. Starting group
[?] 4. Ending group

Enter a range of groups to create EFT transactions for. Press **[F1]** at each field to include "All" groups.

[?] 5. Starting department
[?] 6. Ending department

Enter a range of departments to create EFT transactions for. Press **[F1]** at each field to include "All" departments.

7. Starting check date
8. Ending check date

Enter the date range (MMDDYY format) of cheques to create EFT transactions for. Press **[F1]** at the first field for the "Earliest" and / or at the last field for the "Latest".

9. New transfer

Answer **Y** if this is a new transfer or **N** if this is a replacement / correction for an existing transfer or if you simply want to report on previous transfers.

10. Previous creation #

(This field is skipped if you answer **Y** to the previous field.)

Enter the transfer # you are recreating / reporting on, or press **[F1]** for "all". This number can be found on the EFT report.

If you answer **"all"**, the system will assume that you are reporting and will skip the remaining fields.

11. Transmission creation #

(This field is skipped if you answer **"all"** to field #9.)

Enter a new transmission creation number for the funds transfer records you wish to create, the same number as the previous creation #, or press **[F1]** for the next creation number from the control file.

12. Create transmission file

(This field is skipped if you answer **"all"** to field #9.)

Answer **Y** if you wish to create an EFT transmission file, or **N** to print the report only.

13. Transmission file name

(This field is skipped if you answer **"all"** to field #9.)

This field may only be entered when the previous field *Create transmission file* flag is set to **Y** - otherwise it is skipped.

Enter a 14 character name for the EFT transmission file, or press **[F1]** to set the field to "PCFT9999.DAT" where the 9999 is the same as the file creation number.

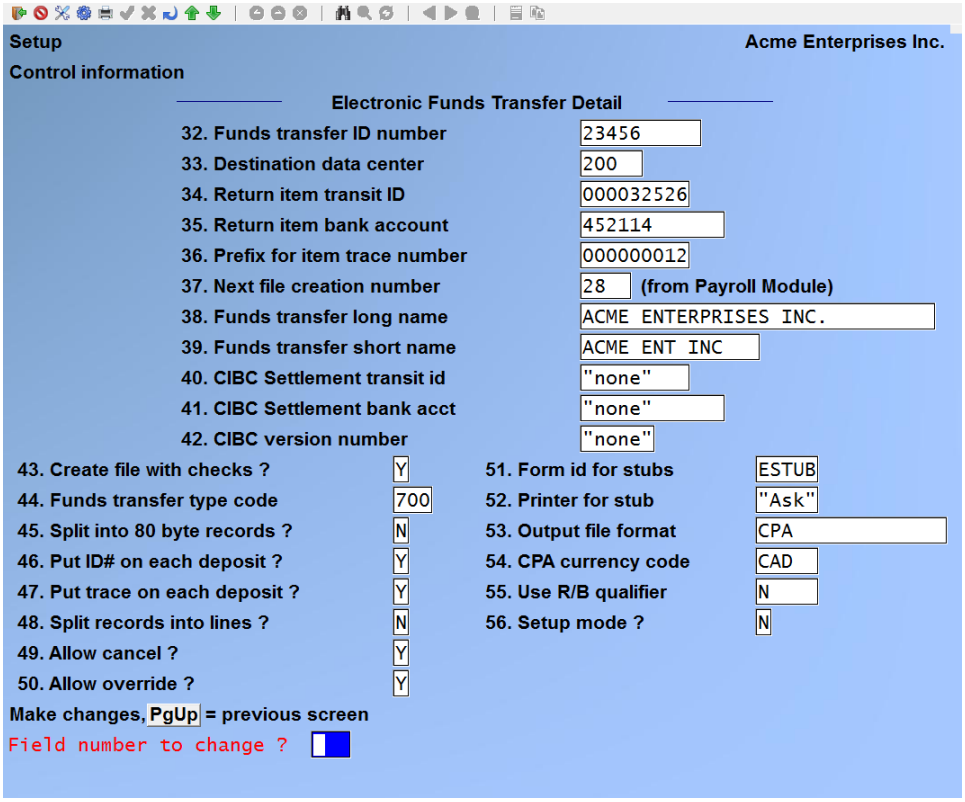
At "Field number to change?" enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, print the report, optionally generate the transmission file, and return to the *Payroll* main menu.

Shared file numbering with Accounts Payable for EFT files

Only use this feature if you are creating EFT files in both Accounts Payable and Payroll. As each EFT file name must be unique, this feature allows you to use the *6. Next file creation number* in the Payroll control file as the "master number" that is accessed and updated each time an EFT file is created in Accounts Payable or in Payroll so you do not have to keep track of the next file number yourself.

Setup:

Go to **ACCOUNTS PAYABLE → F2 → SETUP →CONTROL INFORMATION**
At Field number to change ?, select Next file creation number. Enter a new value or F2=Use Payroll Fund Transfer – simply type in a new value or press [F2]. With [F2], the system reads the *Next file creation number* field in the payroll control file and copies it here.


Setup
Acme Enterprises Inc.
Control information
Electronic Funds Transfer Detail
32. Funds transfer ID number 23456
33. Destination data center 200
34. Return item transit ID 000032526
35. Return item bank account 452114
36. Prefix for item trace number 000000012
37. Next file creation number 28 (from Payroll Module)
38. Funds transfer long name ACME ENTERPRISES INC.
39. Funds transfer short name ACME ENT INC
40. CIBC Settlement transit id "none"
41. CIBC Settlement bank acct "none"
42. CIBC version number "none"
43. Create file with checks ? Y
44. Funds transfer type code 700
45. Split into 80 byte records ? N
46. Put ID# on each deposit ? Y
47. Put trace on each deposit ? Y
48. Split records into lines ? N
49. Allow cancel ? Y
50. Allow override ? Y
51. Form id for stubs ESTUB
52. Printer for stub "Ask"
53. Output file format CPA
54. CPA currency code CAD
55. Use R/B qualifier N
56. Setup mode ? N
Make changes, PgUp = previous screen
Field number to change ?

Usage:
Each time an EFT file is created, the payroll control file is updated and the EFT file number from the payroll control file is displayed here as well.

TIP!

Allow funds transfer override?

When the *Allow funds transfer override ?* flag in the control file is set to Y, and the *Print and post checks* step is taken, the system prompts *Funds transfers as checks ?*. If Y, then no funds transfer will take place – a normal, "paper" cheque will be printed and processed. You may wish to use this feature when printing bonus cheques or issuing a payroll advance.

If you normally use electronic funds transfers to pay your employees but you must issue cheques instead, for an undetermined period of time, go to **Payroll → [F2] → Setup → Payroll control information → Funds Transfer Detail.** A window will display, go to *Setup mode ? and change* to [**Y**] then print your cheques. When you are ready to restore the use of electronic funds transfers, change this flag back to [**N**] in preparation for your next payroll.

Building business and technology relationships.

Chapter 29

Employee History

Employee history

Please review the CRA's Keeping Records publication available at: www.cra-arc.gc.ca/E/pub/tg/rc4409/README.html .

Payroll keeps historical records for each year, saved into a 'self-contained' subdirectory within your company directory. The goal is to retain as many years of history on Payroll as is required to meet your requirements and the requirements of the Provincial and Federal governments.

History files are created as part of the year-end processing and subsequent semi-annual update processing.

When you run *PAYROLL → F2 → YEAR END → CREATE EMPLOYEE HISTORY* at the end of the calendar year, the system will create a new sub-directory (folder) for the year and then copy the pertinent data to that sub-directory (e.g. 2012, 2013, 2014 …).

When you select *PAYROLL → EMPLOYEE HISTORY* from the main Payroll menu, the system will prompt you to enter the year for the history you wish to access. All History functions will open the employee files for the year specified. The year for the files being accessed is displayed in the top right hand corner of the screen. Note that the Employee History has a selection containing the control information for that historical year's data. Normally, the historical control information is never modified.

This function allows you to:

- Maintain historical employee information
- Transfer historical accumulators

- Print historical employee lists and records
- Print historical T4, T4A, and Releve 1 forms
- Print historical accumulators

In order to use these features you must run the *Year end » Create employee history* function. The rollover function (as described in the chapter titled *Create Employee History*), which is designed to be run at year end, takes a snapshot of your employee records and accumulators for the prior year and saves them to history files, allowing you to make any necessary adjustments to the employee's records or accumulators, and run your T4, T4A, and Releve 1 reports at a time convenient for you.

This feature eliminates the rush to print off employee tax reports at year end.

To Begin

From the *Payroll* main menu select *Employee History » Year » Enter historical employees*.

Enter historical employees

This function can be used for various reasons, however, its primary purposes are to:

- Add employees which were not set up in last year's payroll so that you can generate reports and tax forms for them with your regular employees.
- Change employee information for last year.
- Deactivate employee records from last year's data.

De-activated employees are kept on file until Payroll History is purged. Please read more details on Employee History later on in this document.

Since this function maintains its own files, it in no way will interfere with your current / new year employee records. The only shared file between the history and current records is the notepad.

Also, the data entry techniques and fields employed in this function are identical to those found in the *Employee* function. In fact, they share the same data entry programs. If you have used that function before you will notice no difference in using this feature.

In order to avoid duplication, we highly recommend that you read over the chapter titled *Employee Data* before continuing on with this section. That chapter covers all data entry considerations and some pointers on setting up employee records. If you are thoroughly versed in the use of the *Employee* function you should be able to continue on without any trouble.

Print historical employee list

To begin, select *Employee History » Year »Print historical employee list*.

This function / report is identical to the *Employee » Print employee list*. Please refer to the chapter titled *Employee Data* for detailed instructions.

Print historical employee records

To begin, select *Employee History » Year » Print historical employee records*.

This function / report is identical to the *Employee » Print employee records*. Please refer to the chapter titled *Employee Data* for detailed instructions.

Transfer Accumulator Amounts

This function allows the payroll administrator to transfer "last-year" accumulator values from one accumulator to another. You can optionally replace or add to the contents of the destination accumulator.

To begin, select *Employee History » Year » Print historical employee records*.

This function / report is identical to the *Employee » Transfer accumulator amounts*. Please refer to the chapter titled *Employee Data* for detailed instructions.

Print historical T4 slips

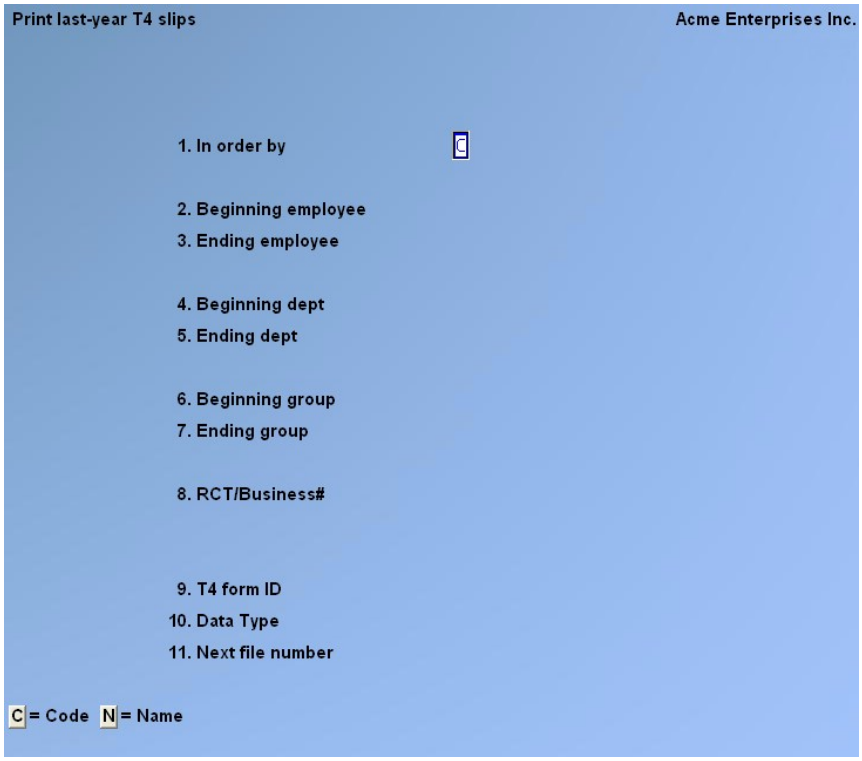
This function allows you to print T4 slips on computer forms supplied by the government based on the "last year" employee information. The forms can be printed in employee code or name sequence, and for a specific range of departments and groups.

The operator is required to mount the T4 forms on the printer before printing commences. A forms alignment should be printed at least once to ensure that all items are printing in the appropriate boxes on the form.

The operator may decide to start the printing at any point in the employee file. This is useful if the forms have jammed in the printer. Since this report is non-destructive, T4's can be printed more than once.

Unlike its counterpart (see the chapter titled *T4 Slips*) which uses the current employee and accumulator data, this function uses the historical data created by the *Year-end create employee history*.

To begin, select *Employee History » Year » Print historical T4 slips*. The following report criteria screen appears:



Enter the following criteria:

1. In order by

Enter **C** to print in employee code order, or **N** in employee name order.

[?] 2. Beginning employee
[?] 3. Ending employee

Enter the range of employees to print T4 slips for.

[?] 4. Beginning dept
[?] 5. Ending dept

Enter the range of departments you want to print T4 slips for.

[?] 6. Beginning group
[?] 7. Ending group

Enter the range of groups you want to print T4 slips for.

8. RCT/Business #

Enter one of the alternate RCT/Business #'s (1 - 5) to print T4's for, press **[Enter]** for the default RCT #, or press **[F1]** for "All".

If you select "All" the following field appears:

Group by RCT/Business # ?

Answer **N** to print in employee number order only. If you answer **Y**, the T4's will be grouped first by RCT/Business # and then by employee number.

Note on RCT/Business #'s: Each employee is assigned to a specific RCT/Business # (see the chapter titled *Employee Data*). The sole purpose of which is for the generation of T4's and T4A's.

[?] 9. T4 form ID

Enter the T4 form ID for the year you are printing T4's for.

Mandatory electronic filing of T4s and T4As

The following is an excerpt from an email distributed by the Canada Revenue Agency in October, 2009:

Starting January 2010, if you submit more than 50 original information returns (slips), you will be required to file electronically using the Internet. This means that if you previously filed returns on paper, DVD, CD, or disk, you must now file over the Internet.

Filers will receive a Web access code in the mail sometime between November 2009 and February 2010 depending on the type of information returns filed. It is the key to filing original and amended returns through the Internet.

The following information returns are included:

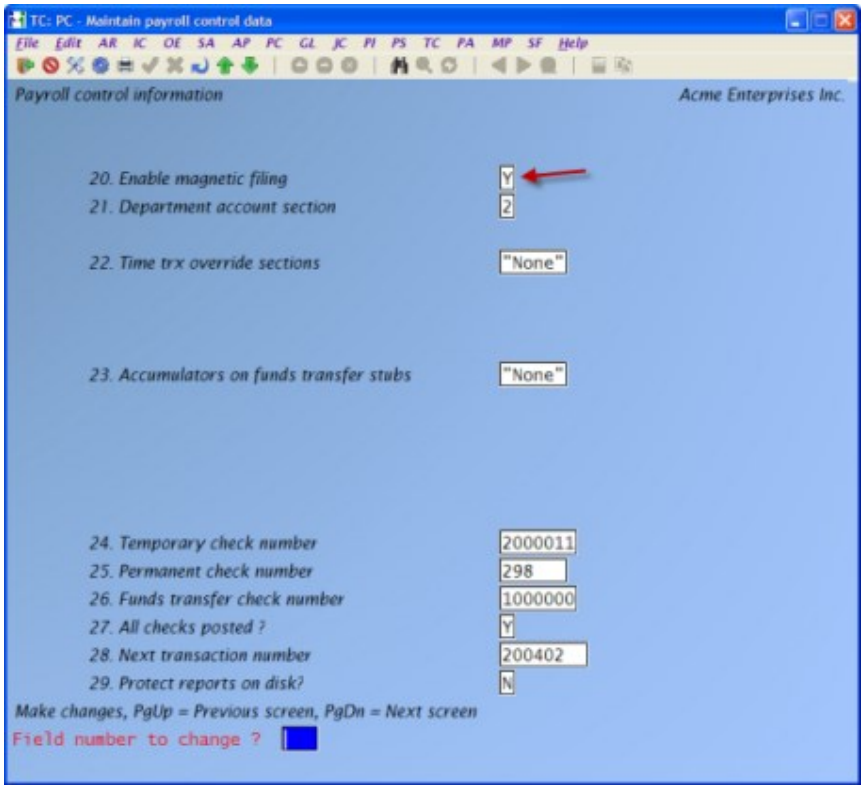
- T4 *Statement of Remuneration Paid*
- T4A *Statement of Pension, Retirement, Annuity, and Other Income*

For more information on mandatory Internet filing for information returns, go to www.cra.gc.ca/iref. The facility to file T4's and T4A's electronically has been available in the software for some time. Magnetic filing is the generic term for creating a computer file. These days it's the XML file. Our payroll creates the XML file for "magnetic filing".

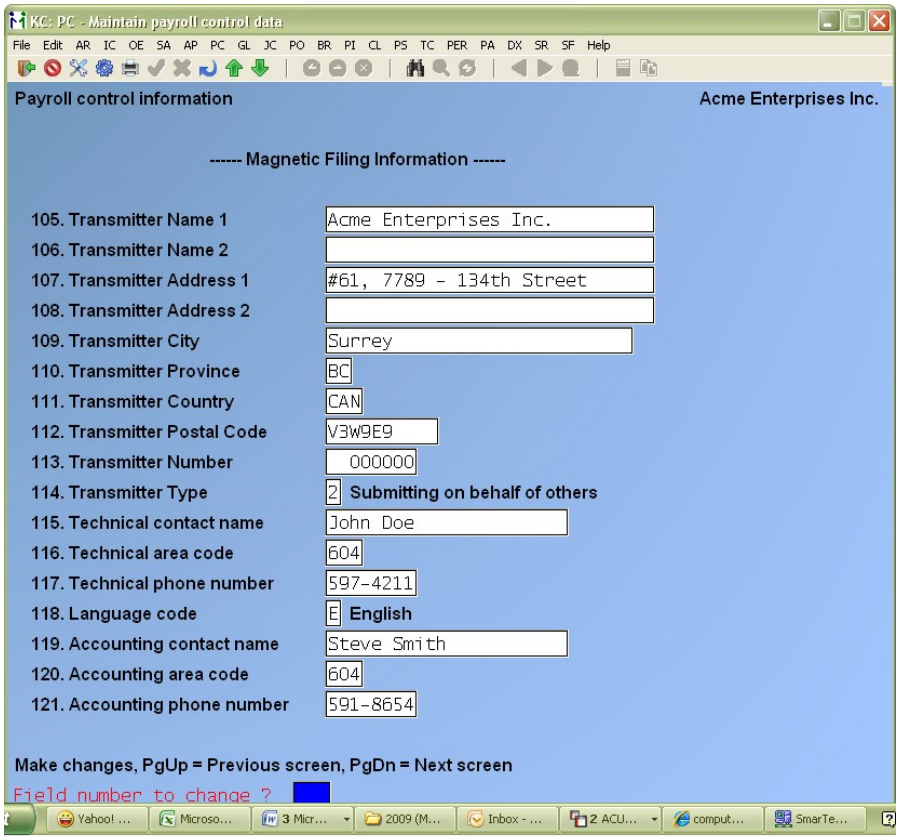
The windows install screen has an option for installing the MagValidator tool which checks payroll XML files for correctness.

Setup

Go to **PAYROLL → F2→ SETUP → CONTROL INFORMATION**
On the second entry screen, activate the feature ***Enable magnetic filing***.



Then proceed to the screen titled ***Magnetic Filing information***.



Begin by entering your company name and address as it is to be submitted to the government for T4 processing into the ***Transmitter*** … fields.

The ***Transmitter Number*** is assigned by the government after a test submission has been verified. When setting up prior to sending a verification copy to the government, leave this field blank. When a transmitter number has been provided by the government, press [F1], for "MM", then enter the assigned 6-digit transmitter number.

The ***Transmitter Type;*** Valid transmitter types are:

2 Submitting on behalf of others
3 Submitting own returns
4 Software vendor

Use 2 if you perform payroll for the company and are submitting on their behalf. Use 3 if you do your own payroll and are submitting directly to the government yourself. Use 4 for testing only.

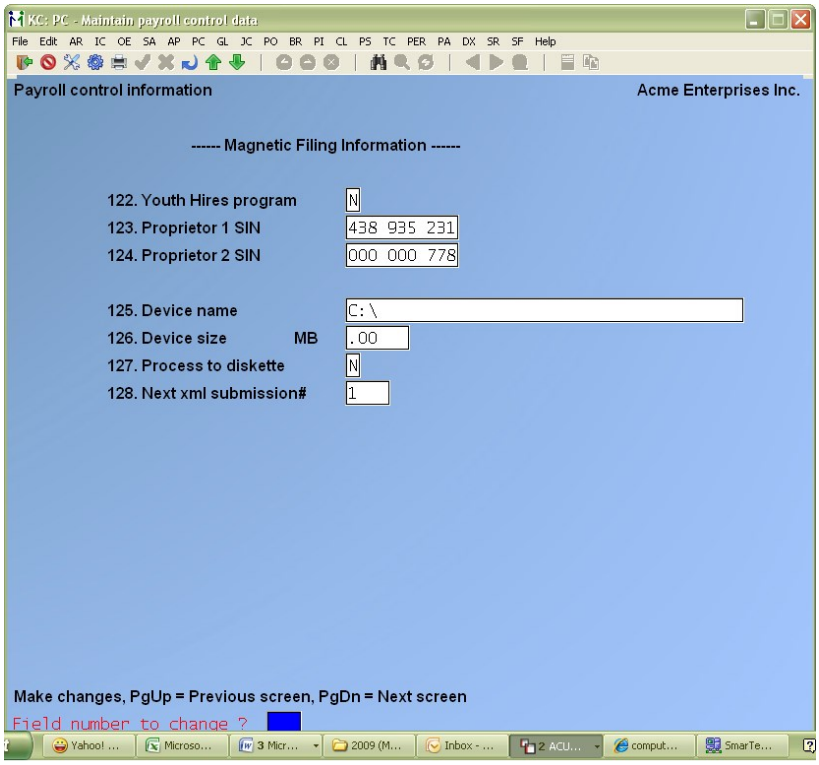
The ***Technical*** … fields are used to enter the contact information of the person at your company that the government should contact if technical difficulties are encountered with the file that is sent.

The ***Language code*** refers to the language in which you wish to communicate with the government:

E English
F French

The ***Accounting*** … fields are used to enter the contact information of the person that the government should contact if questions pertaining to the payroll information arise.

Proceed to the next screen:


KC: PC - Maintain payroll control data
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC PER PA DX SR SF Help
Payroll control information
Acme Enterprises Inc.
------ Magnetic Filing Information ------
122. Youth Hires program
N
123. Proprietor 1 SIN
438 935 231
124. Proprietor 2 SIN
000 000 778
125. Device name
C:\
126. Device size
MB
.00
127. Process to diskette
N
128. Next xml submission#
1
Make changes, PgUp = Previous screen, PgDn = Next screen
Field number to change ?

Youth hires program: If you participate in the Youth Hires Program, enter **Y**(es), otherwise enter **N**(o).

Proprietor 1 / 2 SIN: If your company is a solely owned business, enter the SIN of the owner, or if it is a partnership, enter the SIN's of both partners.

Enter the **Device name** that will "hold" the transmission files (e.g. If Windows [F1] for disk, if Unix/Linux, enter a default path to a sharable directory, usually /tmp). Please contact us if you need assistance.

Enter the **Device size** (e.g. 1.44 to force files to fit on 1.44 MB floppies.

At **Process to disk**, enter **Y**(es) or **N**(o)

The **Next XML submission#** field is incremented by the software each time you create a file. There is no need to change this field.

Usage

When you are ready to print the T4 and/or T4A slips, you must access the correct year's data. For example:

Current year data:

It is November 2015 and you must print a form for an employee's 2015 payroll

Go to **PAYROLL → F2→ YEAREND → PRINT T4 SLIPS (CURRENT YEAR)**

OR

Go to **PAYROLL → F2→ YEAREND → PRINT T4A SLIPS (CURRENT YEAR)**

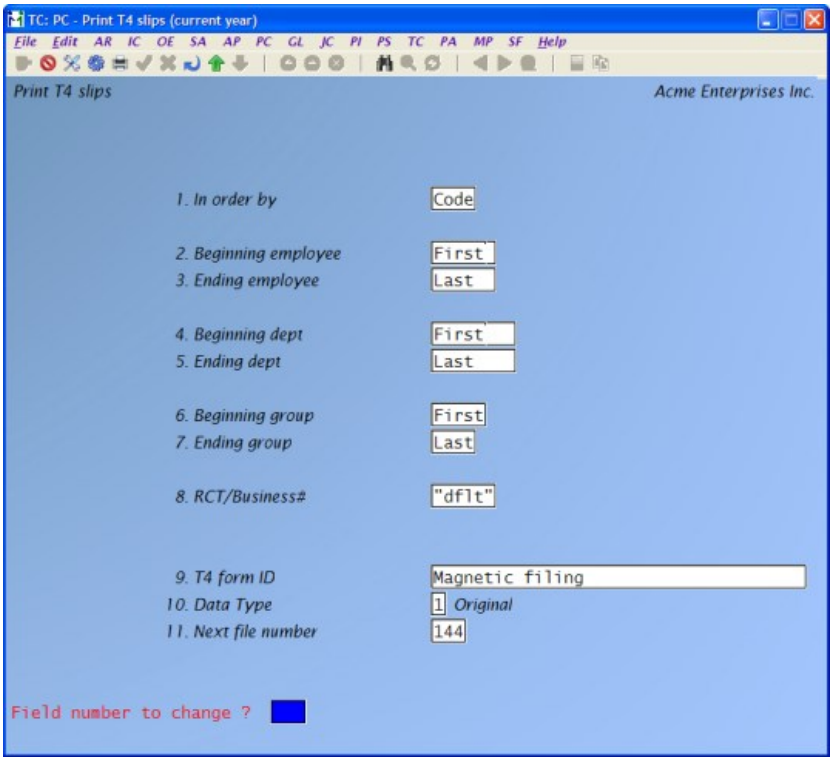
Previous year data:

It is January 2016 and you must print the forms for the employee's 2015 payroll after you have done the year end for 2015 (i.e. rollover, etc.)

Go to **PAYROLL → EMPLOYEE HISTORY→2015 → PRINT HISTORICAL T4 SLIPS**

OR

Go to **PAYROLL → EMPLOYEE HISTORY→ 2015 →PRINT HISTORICAL T4A SLIPS**



Reminder: use data type "2 – Test" to test the files that are being sent to the government. After they have successfully tested the file, they will provide a transmitter #. Update Control Information with this number then re-run the T4's or T4A's using type "1 – Original" to create a master copy to send to the government. Data type 3 is only used when issuing a replacement T4.

At "Field number to change?" enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, print the T4 forms, and return to the *Employee history* sub-menu.

Press **[Esc]** to return to *1. In order by* field without printing T4's. Otherwise, the printer select window appears for you to choose which printer to send the document to.

Print forms alignment?

Default is **Y**. Press **[Enter]** to print a mask for proper alignment of the T4 slip. Press **N** when the forms are aligned correctly.

Relating accumulators to "boxes" on T4 & T4A forms

Use the T4 and T4A other accumulators in Payroll Control Information to specify the non-system accumulator number whose contents are to print on the T4 or T4A form in the box number referenced on the screen. For example: for *Other txbl benefits (40)* (which prints in box 40 on the T4 form) you may specify accumulator *5 Other benefits taxed* which is the accumulator that you created to sum such things as cellular phone, group life insurance premiums, etc. The decision as to which transactions are added into an accumulator is made in transaction code maintenance. Before you can add to an accumulator, it must have a name and it must be established if the computer is to add units or dollars.

(*See the chapter titled **Forms** for details on forms maintenance.)*

Electronic filing of T4s and T4As

The default file name created for the electronic filing of T4s and T4As is:

YYYYCC###XX.XML

Where:	YYYY	is the year of the records (e.g. 2010)
	CC	is the company ID (e.g. 01)
	###	is the sequential file number from the control file
	XXX	is the form identifier (i.e. T4 or T4A)
	.XML	is the file extension

T4, T4A and Releve forms

For T4 and T4A forms, only the bit map version of the form is accommodated in the software. This means that all you need to print the forms is plain paper. There is no need to download a form from the web and duplicate it; nor is there a need to obtain pre-printed forms from the Federal government. When printing the T4 or T4A forms for the payroll year, you have the option of printing the employee copy either single sided or duplex depending upon the printer type that you select for your printer.

Plain bond: The system prints the information normally pre-printed on the face and reverse of the forms supplied by the CRA and the data pertaining to the employee on 8.5" x 11" (T4) OR 8.5" x 14" (T4A) bond as pertains to the form being printed. The employee version of the forms will print

duplex if your printer has that feature.

Pre-printed form: These are the pre-printed forms provided by Revenu Quebec at your request.

	DESIGNATION	FORM TYPE	PRINT OPTION	FORM ID	PRINTER TYPE
T4	Employee	Plain bond		13EMP	597 or 598
8.5" x 11"		Plain bond	Double sided	13EMP	599
	Employer	Plain bond		13OTH	597 or 598
		Plain bond	Double sided	13OTH	599
	Government	Plain bond		13OTH	597 or 598
		Plain bond	Double sided	13OTH	599
T4 (Amended)	Employee	Plain bond		13EMP	597 or 598
8.5" x 11"		Plain bond	Double sided	13EMP	599
	Employer	Plain bond		13OTH	597 or 598
		Plain bond	Double sided	13OTH	599
	Government	Plain bond		13OTH	597 or 598
		Plain bond	Double sided	13OTH	599
T4A	Employee	Plain bond		13EMP	597 or 598
8.5" x 11"		Plain bond	Double sided	13EMP	599
	Employer	Plain bond		13OTH	597 or 598
		Plain bond	Double sided	13OTH	599
	Government	Plain bond		13OTH	597 or 598
		Plain bond	Double sided	13OTH	599
T4A (Amended)	Employee	Plain bond		13EMP	597 or 598
8.5" x 11"		Plain bond	Double sided	13EMP	599
	Employer	Plain bond		13OTH	597 or 598
		Plain bond	Double sided	13OTH	599
	Government	Plain bond		13OTH	597 or 598
		Plain bond	Double	13OTH	599

			sided		
RL1	Employee	Pre-printed form		13EMP	597 or 598
8.5" X 11"	Employer	Pre-printed form		13OTH	597 or 598
	Government	Pre-printed form		13OTH	597 or 598

You must ensure that you select the correct Form ID from the chart above and direct the printing to a printer with the printer type designated for the Form ID. We recommend that you do a test print for one or two employees on plain paper.

T4 Summaries

The Payroll system does not directly support or fill in government supplied T4 Summaries. If you are printing T4's from the **PAYROLL → F2→ YEAREND → PRINT T4 SLIPS (CURRENT YEAR),** access the information necessary to fill in the report by utilizing the *Reports » Accumulator reports* function and retrieve the information from accumulators 36 to 45.
If you are printing T4's from the **PAYROLL → EMPLOYEE HISTORY→ YEAR → PRINT HISTORICAL T4 SLIPS ,** access the information necessary to fill in the report by utilizing the *Employee History » Year » Print Historical Accumulators* function and retrieve the information from accumulators 36 to 45.

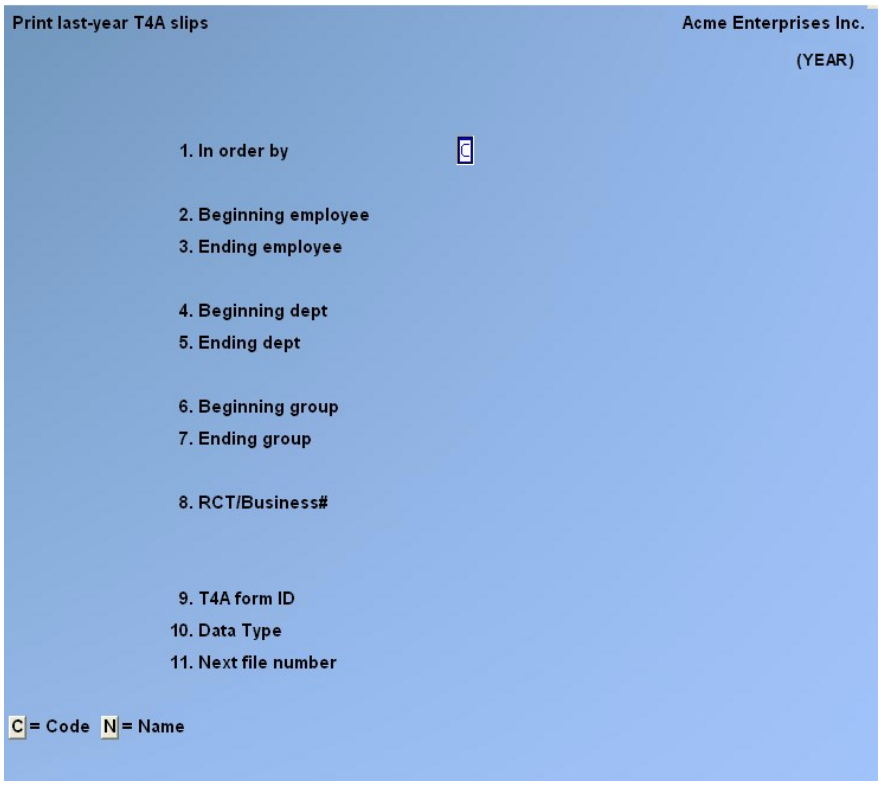
Print historical T4A slips

This function allows you to print T4A slips on computer forms supplied by the government based on the "last year" employee information. The forms can be printed in employee code or name sequence, and for a specific range of departments and groups.

The operator is required to mount the T4A forms on the printer before printing commences. A forms alignment should be printed at least once to ensure that all items are printing in the appropriate boxes on the form.

The operator may decide to start the printing at any point in the employee file. This is useful if the forms have jammed in the printer. Since this report is non-destructive, T4A's can be printed more than once.

To begin, select *Employee History » Year » Print Historical T4A slips*. The following report criteria screen appears:



1. In order by

Enter **C** to print in employee code order, or **N** in employee name order.

[?] 2. Beginning employee
[?] 3. Ending employee

Enter the range of employees to print T4A slips for.

[?] 4. Beginning dept
[?] 5. Ending dept

Enter the range of departments you want to print T4A slips for.

[?] 6. Beginning group
[?] 7. Ending group

Enter the range of groups you want to print T4A slips for.

8. RCT/Business #

Enter one of the alternate RCT/Business #'s (1 - 5) to print T4A's for, press **[Enter]** for the default RCT #, or press **[F1]** for "All".

If you select "All" the following field appears:

Group by RCT/Business # ?

Answer **N** to print in employee number order only. If you answer **Y**, the T4A's will be grouped first by RCT/Business # and then by employee number.

Note on RCT/Business #'s: Each employee is assigned to a specific RCT/Business # (see the chapter titled *Employee Data*). The sole purpose of which is for the generation of T4's and T4A's.

[?] 9. T4A form ID

Enter the T4A form ID for the year you are printing T4A's for.

(*See the chapter titled **Forms** for details on forms maintenance.)*

At "Field number to change?" enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, print the T4A forms, and return to the *Employee history* sub-menu.

Press **[Esc]** to return to *1. In order by* field without printing T4A's.

Otherwise, the printer select window appears for you to choose which printer to send the document to.

Print forms alignment?

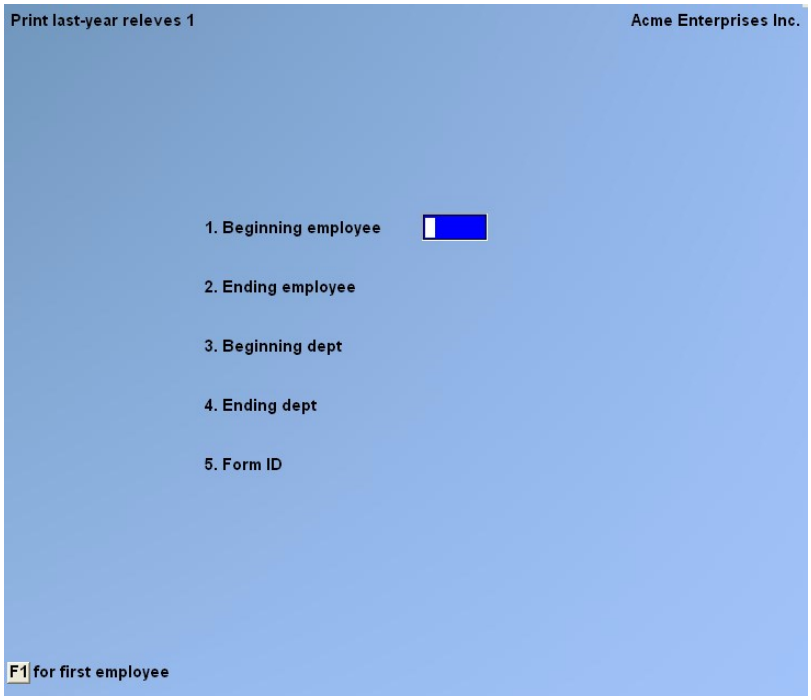
Default is **Y**. Press **[Enter]** to print a mask for proper alignment of the T4A slip. Press **N** when the forms are aligned correctly.

Print historical Releves 1 (QC)

This function allows you to fill in the Releves 1 forms are supplied by the Quebec government as a continuous form for computer processing based on the "last year" employee information. The forms are printed by the computer in employee code sequence.

The operator is required to mount the Releves 1 forms on the printer before printing commences. A form alignment should be printed at least once to ensure that all items are printing in the appropriate boxes on the form.
The operator may decide to start the printing at any point in the employee file. This is useful if the forms have jammed in the printer. Since this report is non-destructive, Releves 1's can be printed more than once.

To begin, select *Employee History » Year » Print historical Releves 1 (QC)*. The following report criteria screen appears:



Enter the following report criteria:

[?] 1. Beginning employee
[?] 2. Ending employee

Enter the range of employees to print Releves 1 slips for.

[?] 3. Beginning dept
[?] 4. Ending dept

Enter the range of departments you want to print Releves 1 slips for.

[?] 5. Form ID

Enter the Releves 1 form ID for the year you are printing Releves 1's for.
(*See the chapter titled **Forms** for details on forms maintenance.)*

At "Field number to change?" enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, and print the Releves 1 forms.

Press **[Esc]** to return to *1. Beginning employee* field without printing Releves 1's.

Otherwise, the printer select window appears for you to choose which printer to send the document to.

Print forms alignment?

Default is **Y**. Press **[Enter]** to print a mask for proper alignment of the Releves 1 slip. Press **N** when the forms are aligned correctly.

Print historical accumulators

This report lists the totals in the "last-year" employee accumulators. The operator may select up to five accumulators to print at one time. The description (optional) and number of the accumulators selected will print at the top of the report. The report will print the amounts stored on each "last-year" employee's master record with a total. Only employees with amounts in one or more of the specified accumulators will be printed.

To begin select *Employee History » Year » Print historical accumulators*. This function / report is identical to the *Reports » Accumulator report*. Please refer to the chapter titled *Accumulators Report* for detailed instructions.

Set pension adjustment from accumulator

As you probably know, the Pension Adjustment field in an employee record is intended to be the value of the benefits that your employee earned in a tax year under your registered pension plan(s), deferred profit sharing plan and / or some unregistered retirement plans or arrangements. The amount is shown in box 52 on the T4 or box 34 on the T4A. Many of you may be using an accumulator to sum the benefits. This feature allows you to direct the system to move the value in the accumulator into the Pension Adjustment field in the employee record(s).

Usage:

Go to **PAYROLL → EMPLOYEE HISTORY → YEAR → SET PENSION ADJ FROM ACCUM.** When prompted, enter the number of the accumulator that contains the pension adjustment amount that is to be printed on the employees' T4 or T4A form. This feature is also available in **PAYROLL → F2 → YEAR END PROCEDURES → SET PENSION ADJ FROM ACCUM.**

TIP!

How to add a new system printer for an existing physical printer:

Note: Printer changes do not take effect until the user exits the software then enters it again.

1. Go to ***SYSTEM FUNCTIONS → PRINTERS → SYSTEM PRINTERS → ENTER***

Use the F1 key to scroll through the printers on file or type the number of the existing printer for which a system printer is to be added. Using ***[Ctrl] + [P]***, do a print of the screen display or note the pertinent information manually, ***[ENTER]***.

Printer number	44
Printer name	Mary's printer
Printer type	518 Laserjet – Portrait mode
Device name	PRINTER44

2. At the blank entry screen, input the data required to set up a system printer with the type selected from the chart below.

Printer number	48
Printer name	New T4 printer
Printer type	598 Laserjet – T4 Standard
Device name	PRINTER44

3. Exit the software. Enter the software and test the new system printer.

Additional information for Windows:

Printer number	44
Printer name	My printer
Printer type	598 Laserjet – T4 Standard
Device type	Windows spooler
Device name	Whatever it is (spooler name picked from dialog box)

Tip: Make sure that the spooler name is identical on all work stations.

Micro-adjusting

If your cheque forms were purchased through SAMCO, then any micro-adjustments due to printer models are included in the price of your cheques. Any custom changes or micro-adjusting of cheques that were not purchased through SAMCO will be billed on a fee-for-service basis.

Historical control information

The Employee History has a selection containing the control information for that historical year's data. Normally, the historical control information is never modified.

Purge Transactions

Federal regulations require the keeping of electronic data for a period of no fewer than 7 years. A backup is always recommended prior to any purge function. However, if purging is required, go to Payroll → F2 → Purge Transactions. Select the desired date range to purge. You will note that no data earlier than seven (7) years is permitted to

be purged.

Chapter 30

Year End Procedures

This chapter provides you with the recommended steps to follow for closing out the payroll year and updating your current and historical data files.

These steps are as follows:

1. Complete the last payroll for the prior year. Don't do the journal entry yet and make sure that no entries for the new year have been posted.

2. Backup or archive the data files and store them in a safe place. If any problems occur in the year-end procedure, this backup will allow you to start over.

3. Install the updated programs in accordance to the instructions enclosed with the **Year End Update**. This only needs to be done once, no matter how many companies are being run.

4. For **each** company running Canadian Payroll, go to the second page of the *Payroll* main menu (**[F2]**) and select *Apply Tax Changes for (date will be specified)*. At the top left corner of the screen, the date of the update should appear (e.g. January 2019 update). If the incorrect date appears, the installation in step 3 was incorrectly performed; return there and try again. If the correct date appears, run the update.

5. In the *Setup » Payroll control information* function, check to make sure the field identifying the last MC update is the latest, and the minimum / maximum values have been updated. If these values are not correct try running the update again.

6. Run the *Year-end » Create employee history* function to transfer your current employee and accumulator data to the history file. This information can then be modified, and reported on via the *Employee History* function (see the chapter titled *Employee History* for further detail).

7. Run the *Year end » Initialize accumulators* and enter in any user defined accumulators that you wish to have start over at $0 for the new year.

8. Make sure that employees who have left the company have had a termination date entered, their status is changed to indicate their termination, ROE's printed and have been flagged as deactivated.

9. If you have not been reconciling your checks (*Checks » Check reconciliation*) during the year, please do so now and then come back to this step.

10. Run the *Year end » Purge reconciled checks*.

11. Run the ***[F2]*** *» File utilities » File relationship check*. Since all of this will take place prior to entering in any ne transactions, reply **Y** to proceed, and **N** to ignoring zero check numbers.

12. Go to ***[F2]*** *» Journal* and calculate the journal entry using the appropriate dates. Print and purge the journal entry to the end of the year.

13. Run *Year end » Year end closing* to close the old year, and set up for the new.

14. Go to ***[F2]*** *» File utilities » Rebuild a file* and choose to rebuild all files (**[F1]**). This cleans out the files for the new year.

15. Begin processing payroll for the new year.

16. Print the T4, T4A, and Releves 1 forms for all employees from the *Employee history* sub-menu. These can be run at any time, as the prior year figures for these forms are stored in historical files and are only changed at year end.

Building business and technology relationships.

Chapter 31

Apply Tax Changes

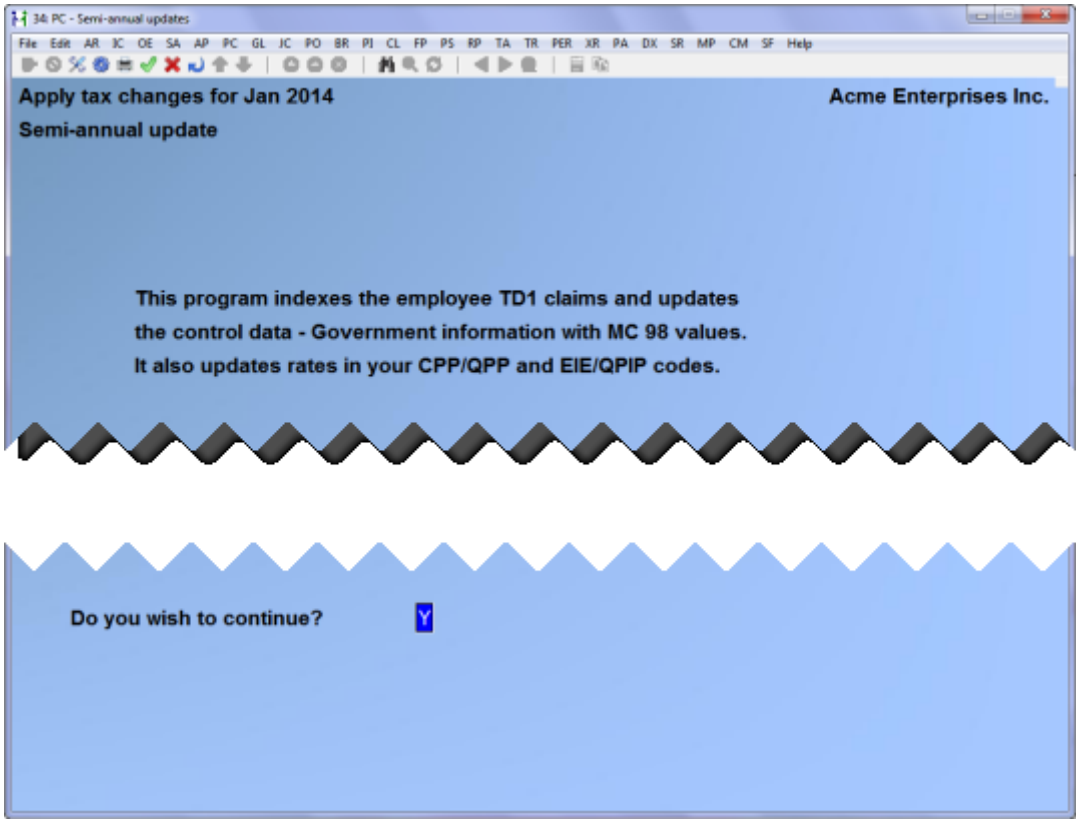
This function is run twice a year only after the installation of a January or July tax update. Basically when this function is executed the system proceeds to update the CPP, QPP, and EI transaction records to their proper percentage and increments the governments machine calculation number to the current value (e.g. MC99).

***** IMPORTANT *****

If you are running this process as part of the year end be sure to first read over the chapter titled *Year End Procedure*. This will provide you with an overall picture of the sequence of steps necessary for a successful year end.

To Begin

Select *Apply tax changes for ...* from the second page of the *Payroll* main menu.


34 PC - Semi-annual updates
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help
Apply tax changes for Jan 2014
Acme Enterprises Inc.
Semi-annual update
This program indexes the employee TD1 claims and updates
the control data - Government information with MC 98 values.
It also updates rates in your CPP/QPP and EIE/QPIP codes.
Do you wish to continue?
Y

You are prompted "Do you wish to run this update ?". Answer **Y** to continue or **N** to cancel the operation.

If you answer **Y** a screen appears identifying the date of the update. If the date displayed does not correspond to the new tax update do not continue on - answer **N** at the prompt.

This usually means that the update was either not loaded at all or it was loaded incorrectly. Rerun the update and try this function again - be sure to document the steps you do rerunning the update as you may need this later should you have to contact your dealer or Samco's customer support department.

If the date at the top is correct answer **Y** at the prompt.

Once processing is completed you will be returned to the second page of the *Payroll* main menu.

The next step is to ensure that the update process was successful. To do this check to see that the MC number in *Setup » Payroll control information* is correct, and that the CPP, EIC, and QPP *Transaction codes* have the new percentages and minimum/maximums (if necessary).

Building business and technology relationships.

Chapter 32

Year End Create Employee History

This function is run only once a year (at year end) to transfer the current employee and accumulator values into history files. These history files can then be manipulated, and used for various reports (including T4s, T4As, and Releve 1s) through the *Employee history* function.

One of the primary purposes of this feature is to allow payroll departments to continue daily processing without wrapping up the payroll at year's end, and then having to run T4's, T4A's and Releves 1's. Payroll departments simply run this function after the last payroll is processed for the year, and continue on as usual.

***** IMPORTANT *****

This function should be run once and only once. Should you accidentally run it a second time, the current year's data will replace the historical data from the prior year. Be sure to have a backup of the history files in case such an emergency should occur.

To Begin

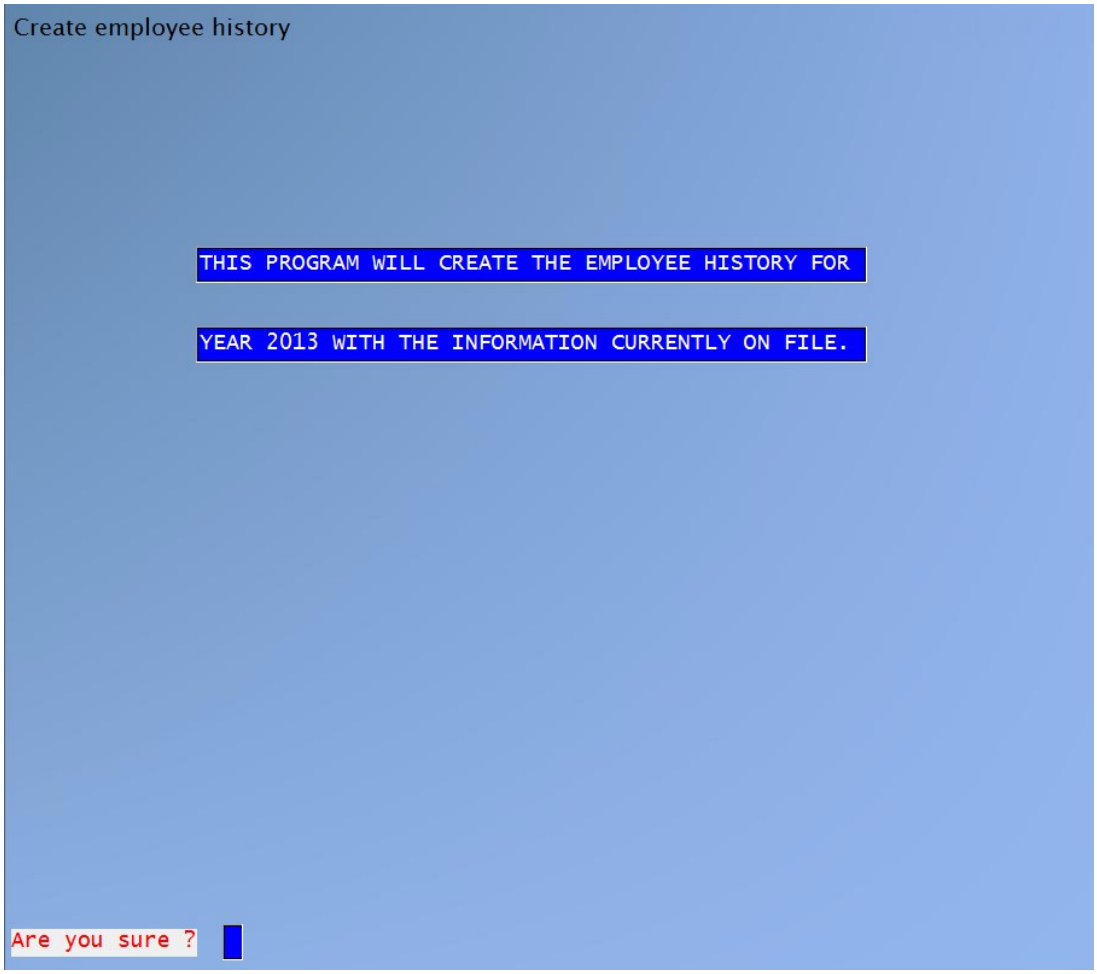
*F*rom the second page of the *Payroll* main menu select *Year end » Create employee history*.

On the screen displayed, answer **Y** if you wish to continue, otherwise answer **N**.

Go to Payroll → F2 → Year End → Create Employee History and follow the screen instructions. When complete, you will have a new sub-directory (folder) containing the pertinent 2013 payroll year files.

NEVER UNDER ANY CIRCUMSTANCES, EVER RUN THIS FUNCTION AFTER YOU HAVE

RUN THE YEAR END CLOSING. THE YEAR END CLOSING ZEROS OUT THE T4 / T4A AND RELEVÉ ACCUMULATORS IN THE EMPLOYEE RECORDS. IF YOU RUN THIS FUNCTION AFTER THE YEAR END CLOSING YOU WILL REPLACE THE HISTORIAL DATA THAT YOU MAY HAVE ALREADY CREATED WITH ZEROS.


Create employee history
THIS PROGRAM WILL CREATE THE EMPLOYEE HISTORY FOR
YEAR 2013 WITH THE INFORMATION CURRENTLY ON FILE.
Are you sure ?

To access the employee history that you just created, go to Payroll → Employee History. You will be prompted to enter a year; enter 2013. The menu underneath contains all of the 2013 payroll data.

Building business and technology relationships.

Chapter 33

Initialize Accumulators

This function is used completely at the operator's discretion to set employees' accumulators to zero. Only accumulators 11 through 30 and 47 through 999 (the user-defined accumulators) can be reset by use of this program.

The accumulators for the tax data, 1 to 10 and 36 to 46, are set to zero using *Year-end » Year end closing*. The accumulators 31 to 35 contain the accrual data and can only be set to zero by means of transaction entry programs.

Accumulators may be set to zero at any time. Common times (depending on the use to which the accumulator has been put) are:

1. After every payroll
2. At the end of each month
3. At the end of the fiscal year
4. At the end of the calendar year

The system continues to accumulate dollars or units in each accumulator until such time as the accumulators are set back to zero by the operator.

To Begin

Select *Year end » Initialize accumulators*. A screen appears for you to enter up to 10 accumulators to be initialized (set to 0).

Enter the following:

[?] 1. - 10. Accumulator #

Enter the number(s) of the accumulator(s) to be set to zero. The accumulator name

will be displayed. Press **[Enter]** after the last accumulator number if fewer than ten accumulators are to be initialized.

At "Field number to change ?" enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to initialize the accumulator(s) selected.

Building business and technology relationships.

Chapter 34

Purge Reconciled Checks

This function allows you to purge (clear out) checks that have been reconciled in the *Check » Check reconciliation*. (See the chapter titled *Check Processing* for details.) Be sure to run this function as part of your year-end procedures.

To Begin

Be sure to have a backup before running this function.

Select *Year end » Purge reconciled checks* from the *Payroll* main menu. On the screen displayed enter the following purge criteria:

1. Purge date

Enter the cutoff check date to purge.

2. Print report?

Answer **Y** if you want the optional purge report generated and you want the option of not purging after reviewing the report.

If you answered **Y** to print the report you are prompted for a printer to send the report to. Since this is not an audit report you can print it to screen for immediate review. Once the report is completed you are prompted:

OK to purge?

Answer **Y** to purge or **N** to end without purging.

Building business and technology relationships.

Chapter 35

Year End Closing

(See the chapter titled ***Year End Procedures*** for a proper list of things to do at year end.)

This function is used early in the year to do the following:

1. Set all the accumulator information related to the Federal T4 and T4A, and the Quebec Releves 1 back to zero.

2. Increase the Federal and Quebec personal net claim amounts on the employee master records by a fixed percentage rate.

3. Removes all employees designated as deleted from the payroll system.

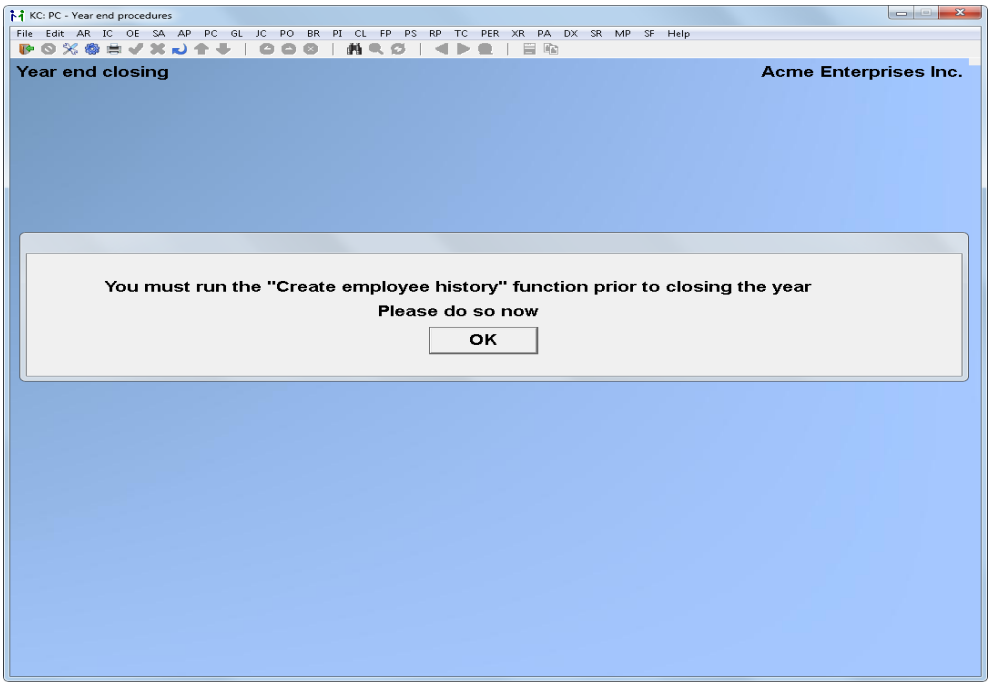
***** WARNING *****

This program will modify the current information on the payroll system. It is strongly urged that you run the *Year end* » *Create Employee History* function and make a backup copy of your data files prior to running this function.

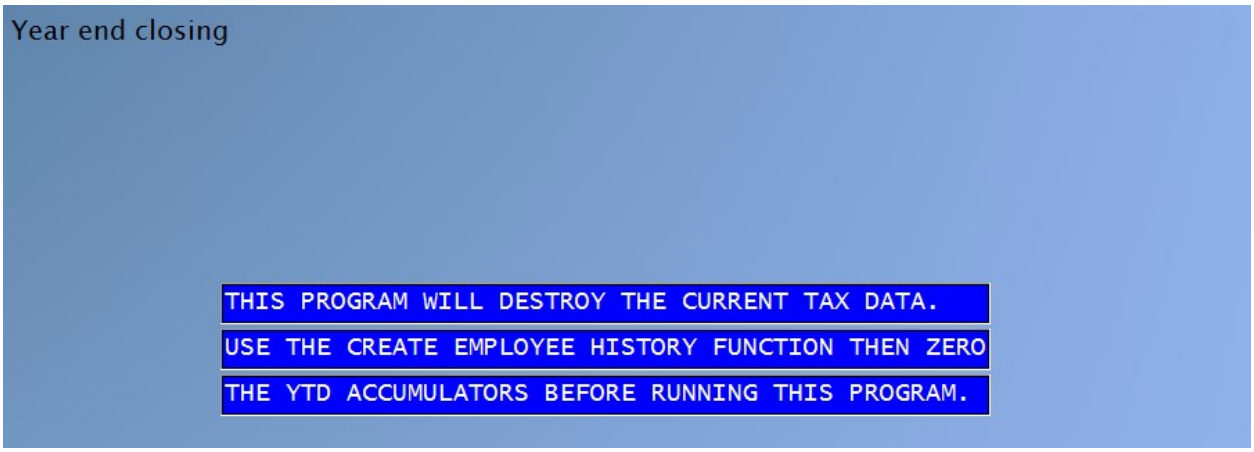
Make certain that you have a backup of the data before proceeding. Year end » Create Employee History, and Year end » Initialize Accumulators should be run before this program in the year-end process.

Go to Payroll → F2 → Year End → Year End Closing and close the year.

If you have not created the employee history, you will see:


KC: PC - Year end procedures
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TC PER XR PA DX SR MP SF Help
Year end closing
Acme Enterprises Inc.
You must run the "Create employee history" function prior to closing the year
Please do so now
OK

If you have created the employee history, you will see:


Year end closing
THIS PROGRAM WILL DESTROY THE CURRENT TAX DATA.
USE THE CREATE EMPLOYEE HISTORY FUNCTION THEN ZERO
THE YTD ACCUMULATORS BEFORE RUNNING THIS PROGRAM.

Type [Y] then, [ENTER] to proceed.

The payroll year for 2013 is now complete. Prior to your first payroll run of 2014, please ensure that you install the CD update following the instructions specific to Payroll. **Only after** that update has been done, may you proceed with the January 2014 Payroll Year Beginning Procedures.

Set pension adjustment from accumulator

As you probably know, the Pension Adjustment field in an employee record is intended to be the value of the benefits that your employee earned in a tax year under your registered pension plan(s), deferred profit sharing plan and / or some unregistered retirement plans or arrangements. The amount is shown in box 52 on the T4 or box 34 on the T4A. Many of you may be using an accumulator to sum the benefits. This feature allows you to direct the system to move the value in the accumulator into the Pension Adjustment field in the employee record(s).

Usage:

Go to **PAYROLL → F2 → YEAR END PROCEDURES → SET PENSION ADJ FROM ACCUM.** When prompted, enter the number of the accumulator that contains the pension adjustment amount that is to be printed on the employees' T4 or T4A form. This feature is also available in "history", **PAYROLL → EMPLOYEE HISTORY →** (Which year of T4 history?) **→ SET PENSION ADJ FROM ACCUM.**

Building business and technology relationships.

Chapter 36

Journal Entry

What it does

This function calculates the payroll journal entry for the General Ledger system and outputs a file to the disk that can be read by the Samco General Ledger module for posting to the appropriate accounts. For customers who use Payroll but do not use Samco's General Ledger module, there is an option in the Distributions to GL reporting feature to *Mark entries as interfaced* when the report is printed.

***** WARNING *****

This program should not be run in the following circumstances:

1. If there are checks which have been calculated but not approved for payment.

2. If there are checks approved for payment but not printed

The operator is required to enter the end of period date for accounting purposes. This date is then used by the program as a cut-off for the paid and unpaid transactions that are read by the system in order to calculate the journal entry. The system will not process any transactions which have a period end date later than the date entered in this program. Transactions not processed by the system are retained for inclusion in future journal entry calculations.

All transactions are expensed to the appropriate general ledger accounts as set up in *Setup » Transaction codes*. Any transactions that were set up with a wild-carded general ledger sub account ("***" etc.) are expensed to the departments specified at transaction entry time.

Accruals are also included in the journal entry. They are handled in the same manner

as regular transactions.

Housekeeping

The *Journal* function also performs various housekeeping tasks. Including:

1. All paid transactions associated with checks that have been cleared through the *Check » Check reconciliation* function or interfaced to Bank Reconciliation will be deleted. Regular maintenance of cleared checks makes processing faster.

2. Since Record of Employment (ROE) information is maintained only for the past 52 weeks, only that information falling within that time framed is kept. All ROE data older than 52 weeks is cleared out.

For part time or casual labourers who are terminated, it is a good idea to run the *Reports » Records of employment* before running this function as there may be information deleted from 52 weeks ago which is required for EI.

To Begin

Select *Checks » Calculate journal entry*.

Calculate journal entry

The calculation of the payroll journal entry allows the selection of the check transactions and all other transactions separately for posting to the General Ledger using different dates. This is intended to allow the accrual of the payroll expense in one accounting period and record the payment of wages in the next. This is for pay-periods which span calendar months, or accounting periods.

The following are some notes regarding how the journal entry is created:

1. All un-journalized transactions are selected based on the later of the two dates entered on the selection screen (period end or check).

2. All **BNK** type transactions are journalized using the check date associated with that specific **BNK** transaction. Therefore, if there are several checks issued in the period, you will have multiple postings to the wages payable and cash accounts with different dates, corresponding to the different check dates.

3. All non-**BNK** type transactions are journalized based on the following criteria:

    a. All paid transactions are journalized using the pay period end date on that transaction.

    b. All unpaid transactions are journalized using the period end date entered on the selection screen.

c. All kin-type transactions (i.e. CPE, EIE, WCB, next-deductions), are journalized as of the period end date entered on the selection screen.

1. During the *Journal » Calculate journal entry*, each transaction code which specifies that it is a labor burden item will add up the total earnings used to compute the burden amount. It will also determine the percentages of the total earnings which belong to the various jobs. For each job, the posting will transfer that job's percentage of the burden to Job Cost. This also applies to the accrual type benefits where the actual burden is calculated and applied to the job in Job Cost.

2. The normal process is to calculate and print a journal entry following each payroll run (especially if you remit to the government more than once per month.)

On the screen displayed, enter the following data:

1. Pay period end date

Enter the date of the end of the pay period.

2. Check date

Enter the date for the last check issued to include for creating journal entries.

3. Process monthly benefits ?

Answer **Y** to have type **M** (monthly benefit) transaction codes calculated at this time. Otherwise answer **N**.

If there are employees with **M** type transaction code personal choice items, their accumulators will be updated and journal entries will be created. No payroll transactions are actually generated.

***** IMPORTANT *****

If you are re-running the journal entry function and have already answered "Y" to "Process monthly benefits ?" do not answer "Y" again to this question as it will cause the recalculation of monthly benefits and consequently update the associated accumulators.

The calculation program executes without any further operator intervention.

File Error

If you receive a file error during the calculation, some files will be left unprocessed,

resulting in incorrect information on reports. Following an error during the *Calculate* option, you should recalculate so that the process can complete.

Print journal entry

This function prints a previously-calculated journal entry. The listing of debit and credit entries can be manually entered into your general ledger, or if you are using Samco's General Ledger, the G/L interface function can be run.

To begin this function select *Reports » Distributions to G/L*.

From the screen displayed, enter the following report criteria:

1. Starting date #
2. Ending date #
3. Date type
4. Dists to print
5. Print detail?

The printer select window appears for you to choose which printer to send the document to.

Purge journal entry

Go to the 2nd page of the Payroll menu and select *Purge Distributions to the GL*. With the cost of physical storage, there is really no need to purge data. However, if purging is required, we recommend that you do not purge data earlier than seven (7) years from the current date. The purge date cannot be less than 1 year + 1 month later than the current (i.e. today's) date.

Chapter 37

T4 Slips

This function allows you to print T4 slips on computer forms supplied by the government or, on plain bond paper, based on the current employee data. The forms can be printed in employee code or name sequence, and for a specific range of departments and groups.

If using the pre-printed forms, the operator is required to mount the T4 forms on the printer before printing commences. A forms alignment should be printed at least once to ensure that all items are printing in the appropriate boxes on the form.

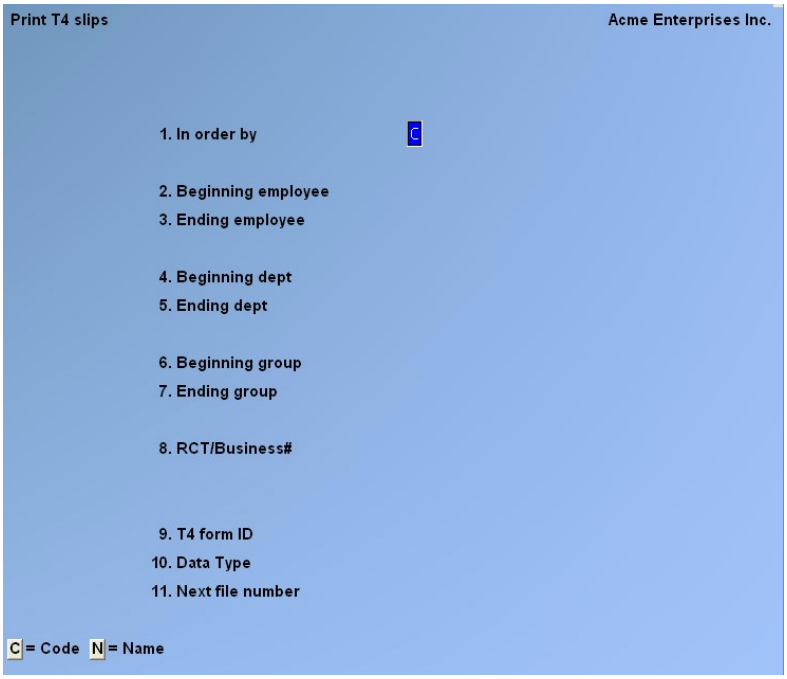
The operator may decide to start the printing at any point in the employee file. This is useful if the forms have jammed in the printer. Since this report is non-destructive, T4's can be printed more than once.

***** IMPORTANT NOTE *****

Do not use this function for the purpose of printing T4's as part of your year-end processing. For a detailed outline of year end procedures, including running T4's, refer to the chapter titled *Year End* Procedure.

To Begin

From the second page of the *Payroll* main menu select *Year end » Print T4 slips* or go to *Employee history » Year » Print historical T4 slips* (use the latter if you've already run the create employee history). The following report criteria screen appears:



Enter the following report criteria:

1. In order by

Enter **C** to print in employee code order, or **N** by employee name.

[?] 2. Beginning employee
[?] 3. Ending employee

Enter the range of employees to print T4 slips for.

[?] 4. Beginning dept
[?] 5. Ending dept

Enter the range of departments you want to print T4 slips for.

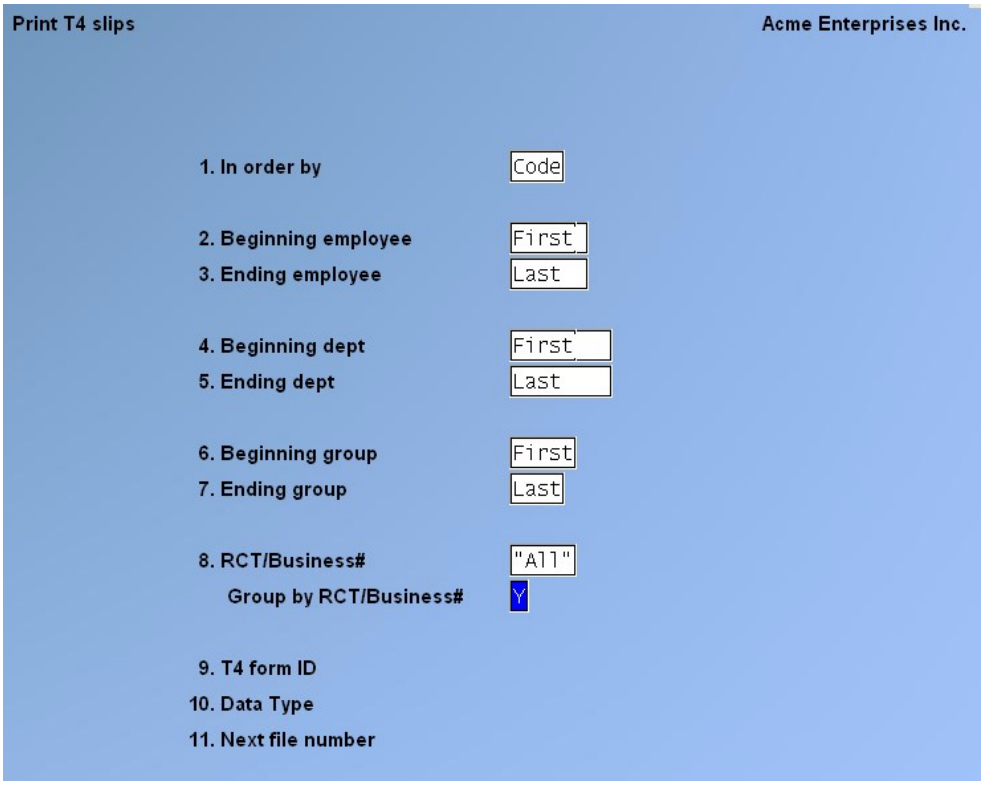
[?] 6. Beginning group
[?] 7. Ending group

Enter the range of groups you want to print T4 slips for.

8. RCT/Business #

Enter one of the alternate RCT/Business #'s (1 - 5) to print T4's for, press **[Enter]** for the default RCT #, or press **[F1]** for "All".

If you select "All" the following field appears:



Group by RCT/Business # ?

Answer **N** to print in employee number order only. If you answer **Y**, the T4's will be grouped first by RCT/Business # and then by employee number.

Note on RCT/Business #'s: Each employee is assigned to a specific RCT/Business # (see the chapter titled *Employee Data*). The sole purpose of which is for the generation of T4's and T4A's.

[?] 9. T4 form ID

Enter the T4 form ID for the year you are printing T4's for. Choose either the pre-printed forms or plain bond.

*(See the chapter titled **Forms** for details on forms maintenance.)*

At "Field number to change?" enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, print the T4 forms, and return to the *Payroll* main menu.

Press **[Esc]** to return to *1. In order by* field without printing T4's.

Otherwise, the printer select window appears for you to choose which printer to send the document to.

Print forms alignment?

Default is **Y**. Press **[Enter]** to print a mask for proper alignment of the T4 slip. Press **N** when the forms are aligned correctly.

T4 Summaries

The Payroll system does not directly support or fill in government supplied T4 Summaries. To access the information necessary to fill in the report, utilize the *Reports » Accumulator reports* function and retrieve the information from accumulators 36 to 45 or use the T4 total data that prints at the end of each T4 slip run.

Chapter 38

T4A Forms

This function allows you to print T4A slips on computer forms supplied by the government, or on plain bond paper, based on the current employee data. The forms can be printed in employee code or name sequence, and for a specific range of departments and groups.

If you are using pre-printed forms the operator is required to mount the T4A forms on the printer before printing commences. A forms alignment should be printed at least once to ensure that all items are printing in the appropriate boxes on the form.

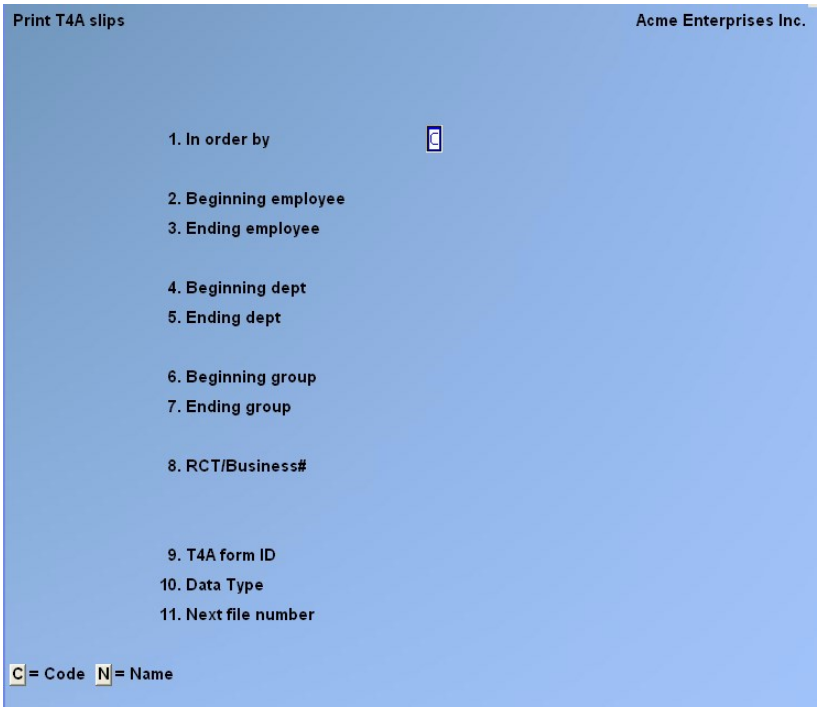
The operator may decide to start the printing at any point in the employee file. This is useful if the forms have jammed in the printer. Since this report is non-destructive, T4A's can be printed more than once.

***** IMPORTANT NOTE *****

Do not use this function for the purpose of printing T4A's as part of your year-end processing. For a detailed outline of year end procedures, including running T4A's, refer to the chapter titled *Year End Procedure*.

To Begin

From the second page of the *Payroll* main menu select *Year end » Print T4A slips* or go to *Employee history » Year » Print historical T4 slips* (use the latter if you've already run the rollover). The following report criteria screen appears:



Enter the following report criteria:

1. In order by

Enter **C** to print in employee code order, or **N** by employee name.

[?] 2. Beginning employee
[?] 3. Ending employee

Enter the range of employees to print T4A slips for.

[?] 4. Beginning dept
[?] 5. Ending dept

Enter the range of departments you want to print T4A slips for.

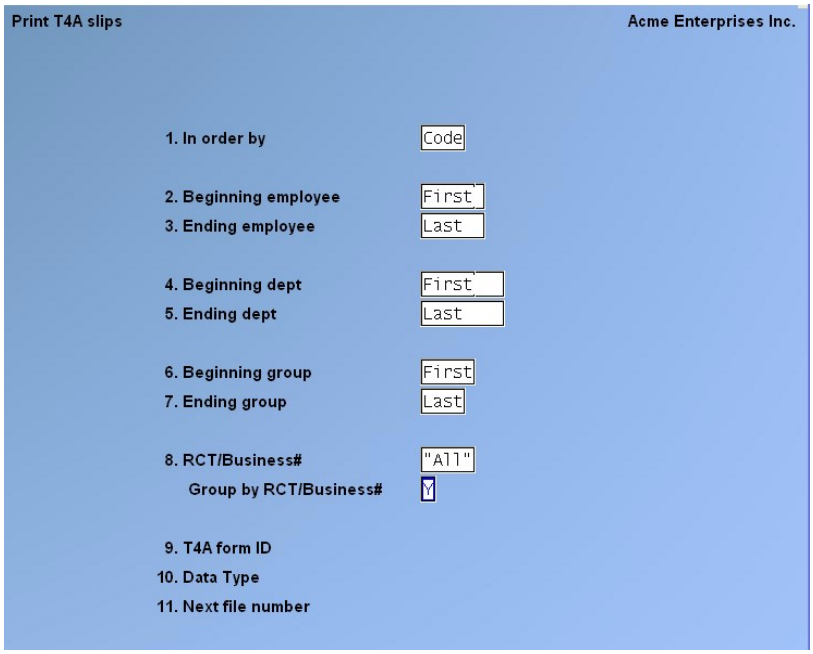
[?] 6. Beginning group
[?] 7. Ending group

Enter the range of groups you want to print T4A slips for.

8. RCT/Business #

Enter one of the alternate RCT/Business #'s (1 - 5) to print T4A's for, press **[Enter]** for the default RCT #, or press **[F1]** for "All".

If you select "All" the following field appears:



Group by RCT/Business # ?

Answer **N** to print in employee number order only. If you answer **Y**, the T4A's will be grouped first by RCT/Business # and then by employee number.

Note on RCT/Business #'s: Each employee is assigned to a specific RCT/Business # (see the chapter titled *Employee Data*). The sole purpose of which is for the generation of T4's and T4A's.

[?] 9. T4A form ID

Enter the T4A form ID for the year you are printing T4A's for. Choose either the pre-printed forms or plain bond. (See the chapter titled *Forms* for details on forms maintenance.*)*

At "Field number to change?" enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, print the T4A forms, and return to the *Payroll* main menu.

Press **[Esc]** to return to *1. In order by* field without printing T4's.

Otherwise, the printer select window appears for you to choose which printer to send the document to.

Print forms alignment?

Default is **Y**. Press **[Enter]** to print a mask for proper alignment of the T4A slip. Press **N** when the forms are aligned correctly.

Chapter 39

Releves 1 (Quebec)

This function allows you to fill in the Releves 1 forms as supplied by the Quebec government based on the current employee data. The forms are printed by the computer in employee code sequence.

The operator is required to mount the Releves 1 forms on the printer before printing commences. A form alignment should be printed at least once to ensure that all items are printing in the appropriate boxes on the form.

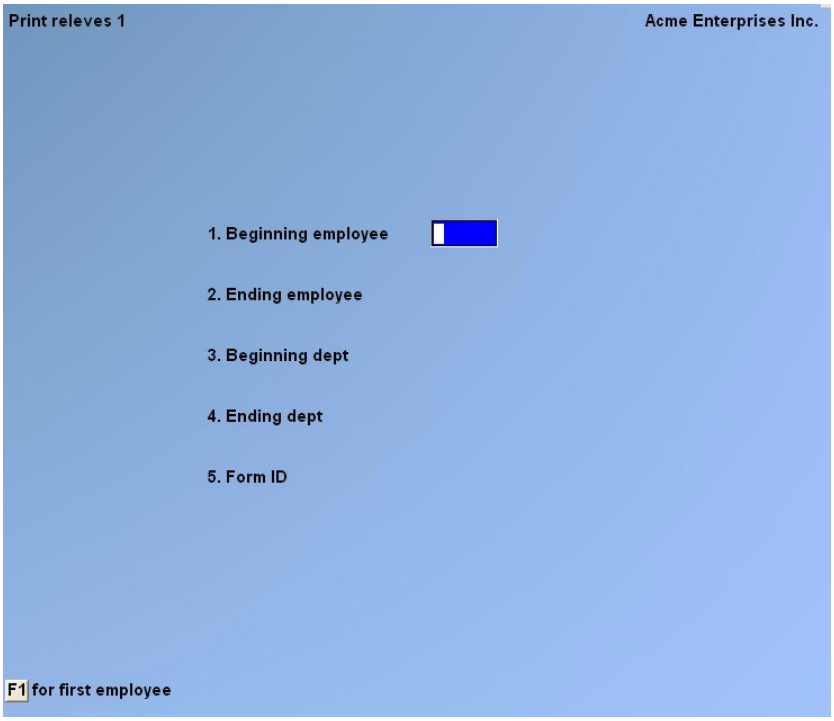
The operator may decide to start the printing at any point in the employee file. This is useful if the forms have jammed in the printer. Since this report is non-destructive, Releves 1's can be printed more than once.

***** IMPORTANT NOTE *****

Do not use this function for the purpose of printing Releves 1's as part of your year-end processing. For a detailed outline of year end procedures, including printing Releves 1's, refer to the chapter titled *Year End Procedure*.

To Begin

From the second page of the *Payroll* main menu select *Year end » Print Releves 1 (Quebec)* or go to *Employee history » Print historical Releves 1 (QC)*. The following report criteria screen appears:



Enter the following report criteria:

[?] 1. Beginning employee
[?] 2. Ending employee

Enter the range of employees to print Releves 1 slips for.

[?] 3. Beginning dept
[?] 4. Ending dept

Enter the range of departments you want to print Releves 1 slips for.

[?] 5. Form ID

Enter the Releves 1 form ID for the year you are printing Releves 1's for.

(See the chapter titled *Forms* for details on forms maintenance.)

At "Field number to change?" enter the number of the field(s) to be amended. If no changes are required, press **[Enter]** to accept criteria as entered, print the Releves 1 forms, and return to the *Payroll* main menu.

Press **[Esc]** to return to *1. Beginning employee* field without printing Releves 1's. Otherwise, the printer select window appears for you to choose which printer to send the document to.

Print forms alignment?

Default is **Y**. Press **[Enter]** to print a mask for proper alignment of the Releves 1 slip. Press **N** when the forms are aligned correctly.

Building business and technology relationships.

Chapter 40

X Export Printer

Printing reports to an export file

X. Export printer reports

- PC Distribution to GL
- Accumulator Report
- History, Accumulator Report
- Consolidated Check Register
- Deduction Analysis Report
- Transaction Detail Report
- Employee check report
- Receiver General report

Due to popular demand, there are now a number of reports that you can print to the 'X' Export printer and we keep adding more.

In order to open reports printed to the 'X' printer, the user must have access to their local directory. If you are a Thin Client® user, you must identify the directory in **SYSTEM FUNCTIONS → COMPANY DATA. The default is C:\SSIDOCS\.**

Each report printed to the 'X' printer is assigned a default file name. After you select the 'X' printer, a pop-up window will prompt [F1] **to accept the default filename displayed or enter your own filename. Remember to assign a unique filename to each report that you wish to keep as filenames can be reused and the data over-written.**

Note: A report printed to disk cannot be later printed to the 'X' printer.

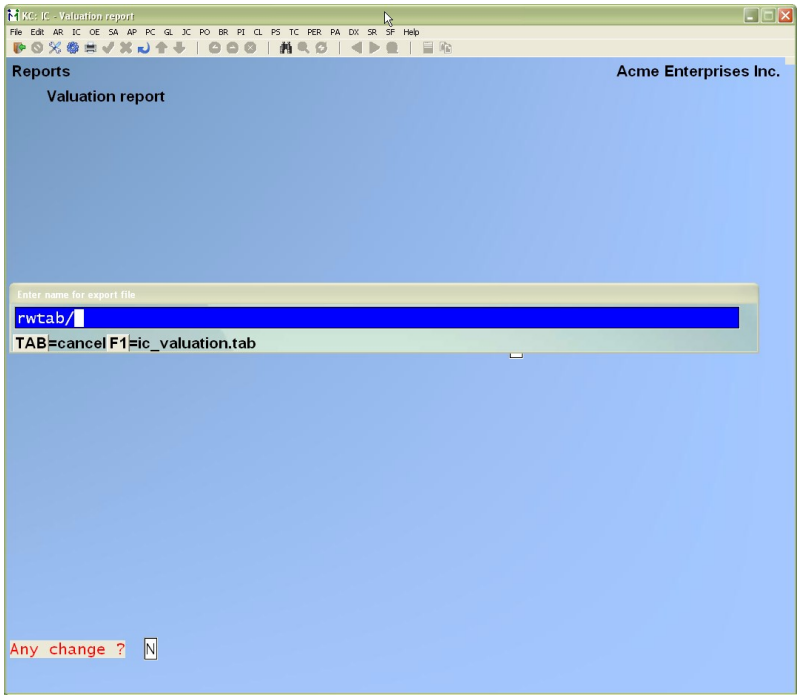
The first time that you select the 'X' Export "printer" from the pop-up Printer Selection window, the system may prompt you to identify which program should be used to open

the file. The export files are designed to be opened with Excel. However, they can be opened with any software that can access tab delimited files (e.g. Windows, Thin Client®).

Please note that there may be a delay between the time the report has 'finished printing' and the time the Excel worksheet opens. This delay is dependent upon your system activity levels.

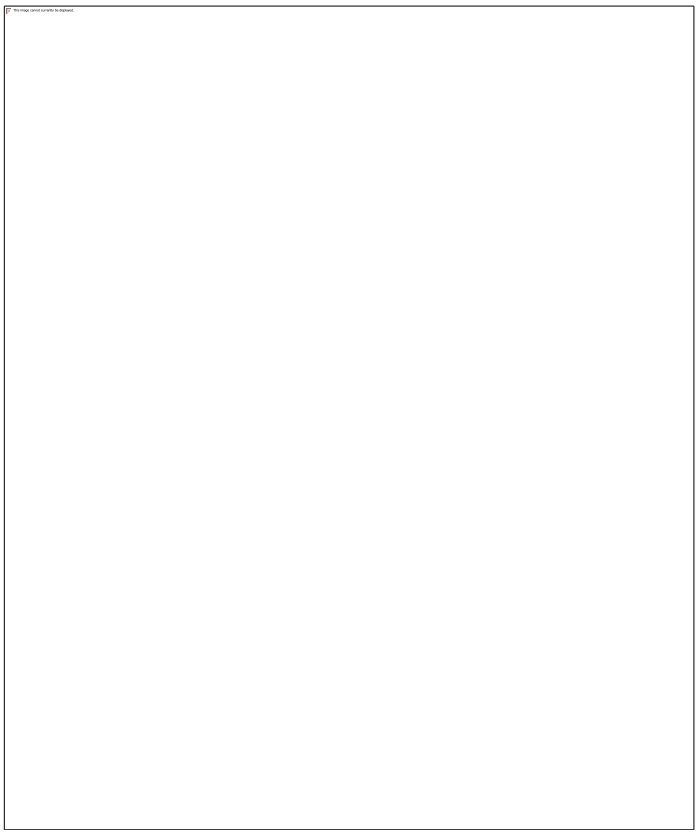
Enter the parameters for your report as you normally do.

When the Printer selection popup window is displayed, select the 'X' printer.

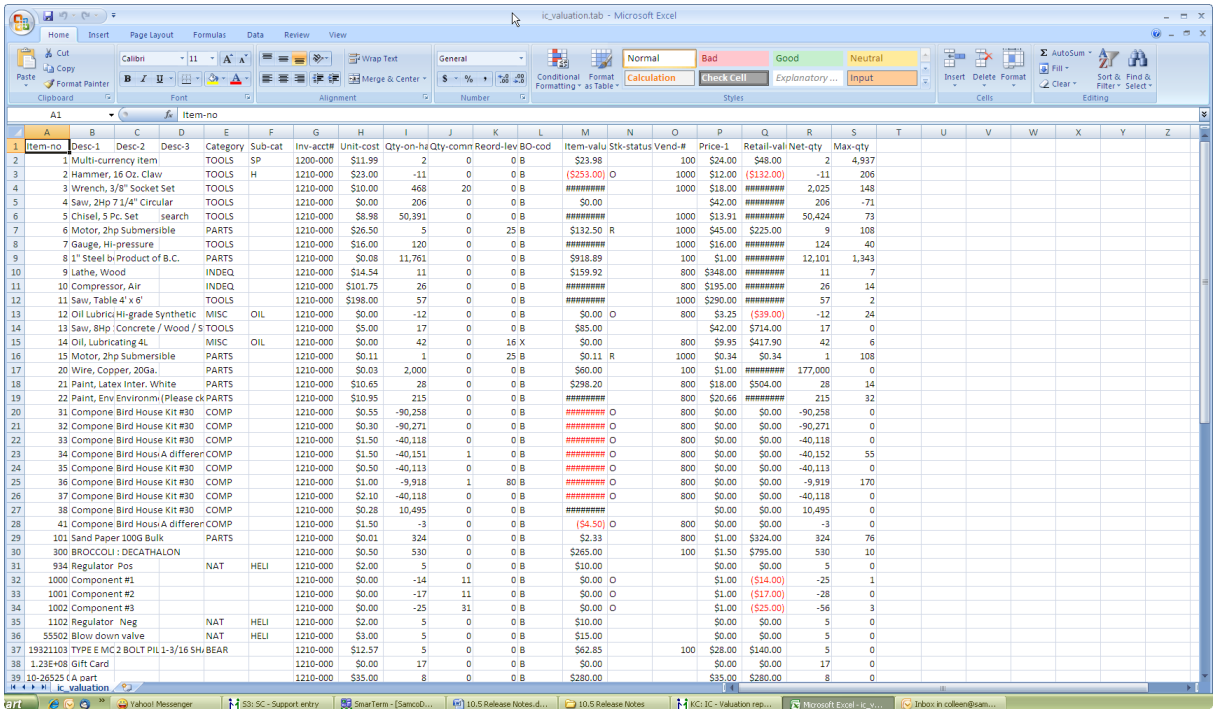

KC: IC - Valuation report
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC PER PA DX SR SF Help
Reports
Acme Enterprises Inc.
Valuation report
Enter name for export file
rwtab/
TAB=cancel F1=ic_valuation.tab
Any change ? N

Follow the system prompts to cancel the report request or accept the default file name
OR
Type a new file name.

If prompted, select the program that Windows is to use to open your Xport file(s).

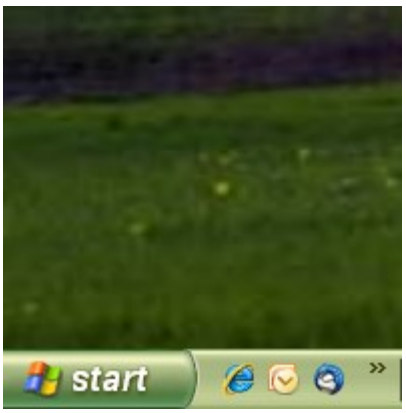


Windows or Thin Client® will open the export file using the program that you selected. The following example is from Excel 2007.

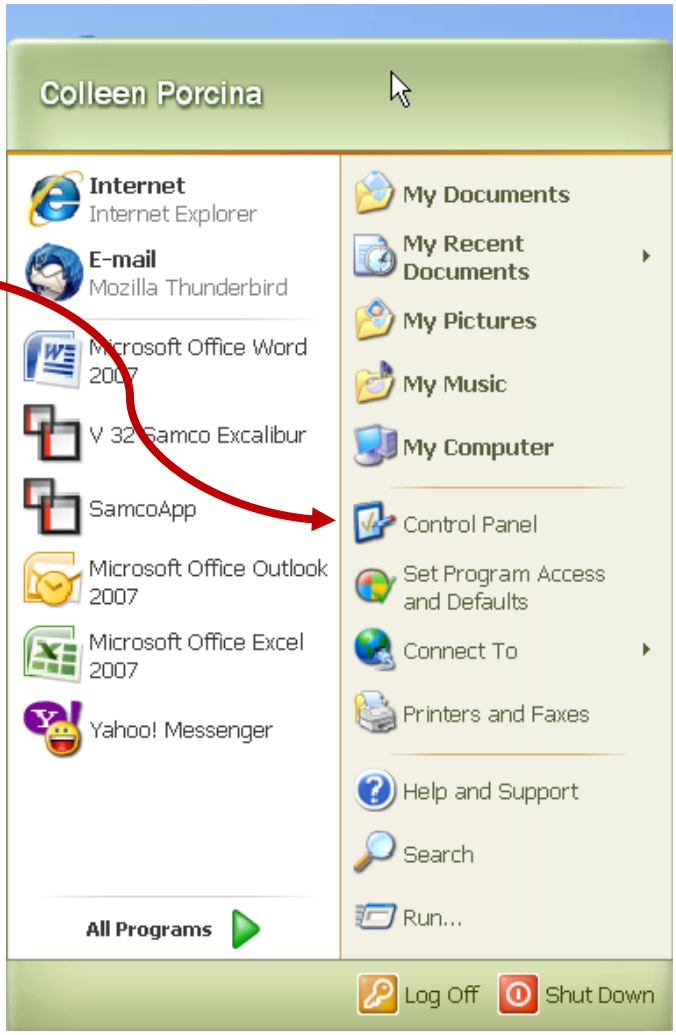


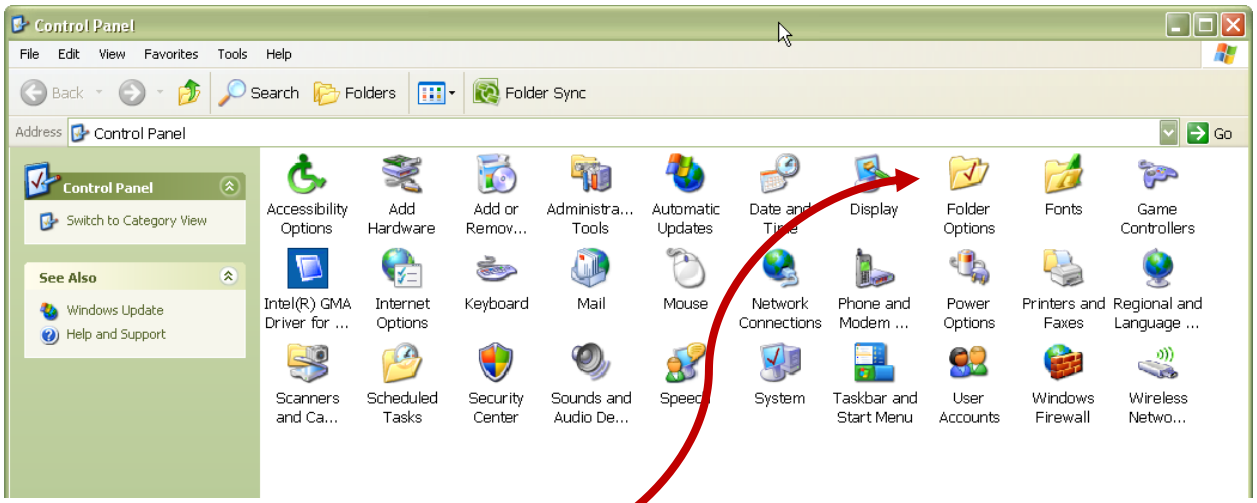
How to set the default for opening a SAMCO .tab file in Windows XP

1. Begin by clicking on *start*



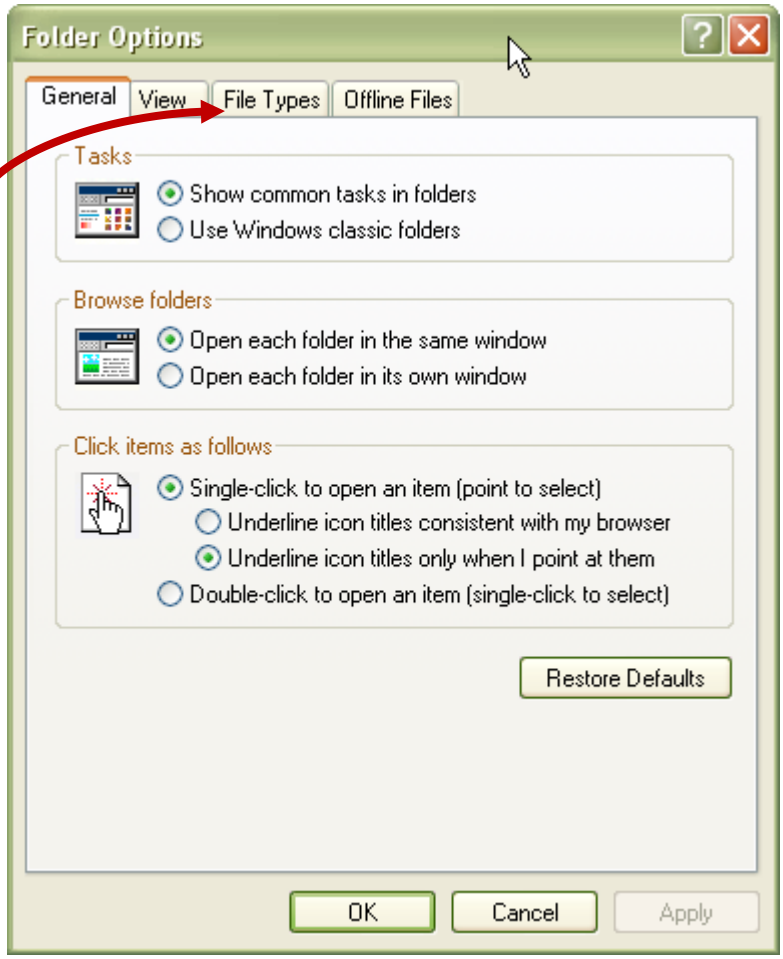
2. Click on the *Control Panel* icon



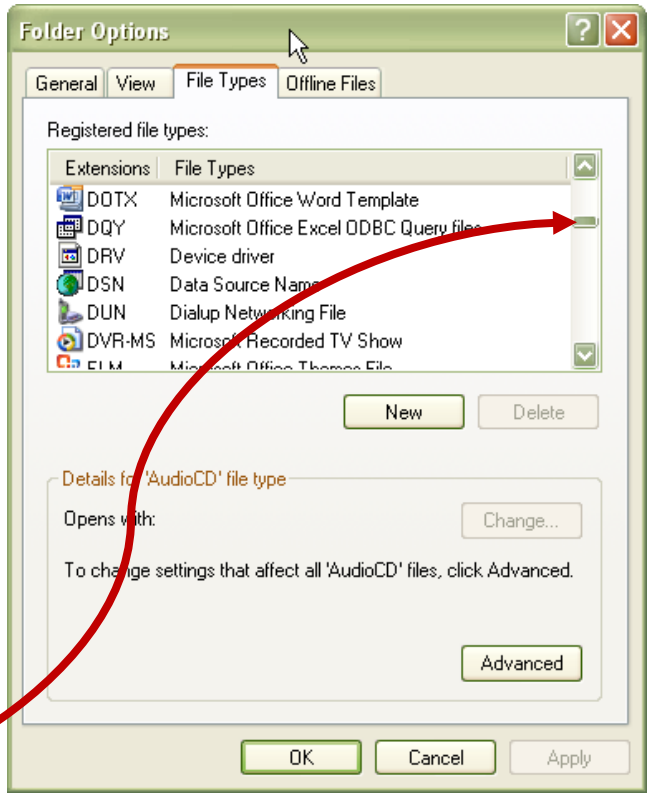


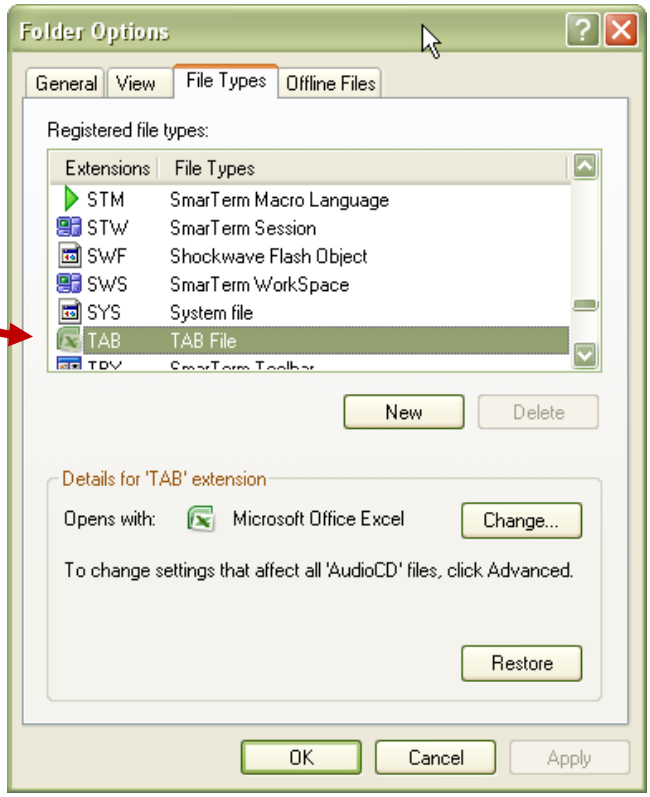
3. Click on the *Folder Options* icon

4. Click on the *File Types* tab

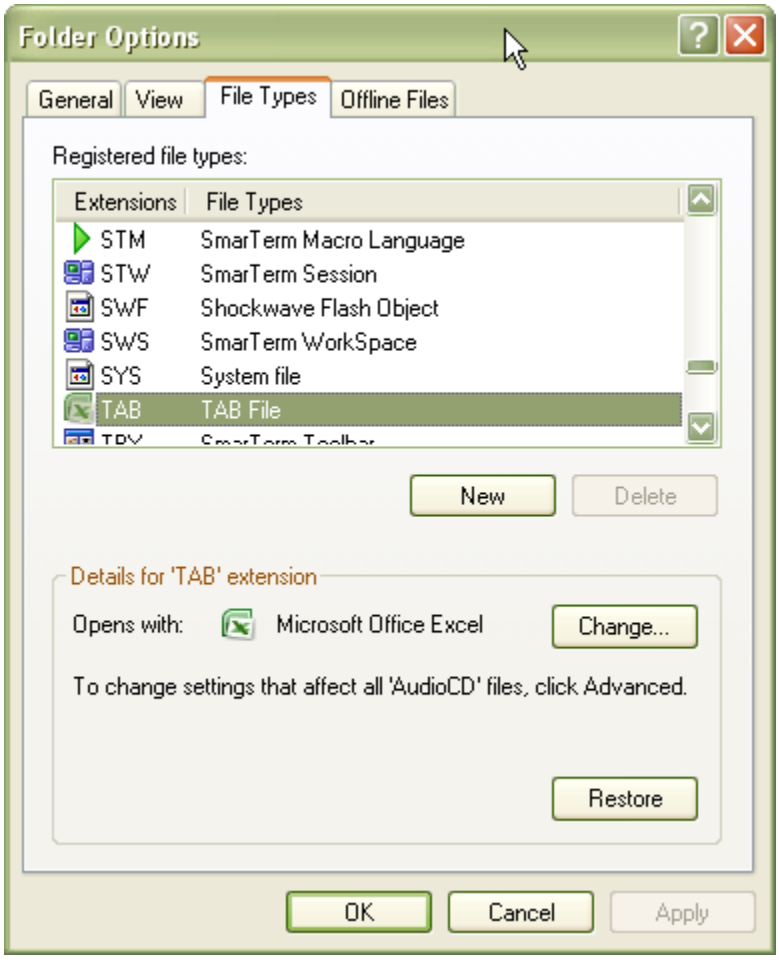


5. Drag the scroll bar
To TAB
OR
Type TAB
to jump to it.





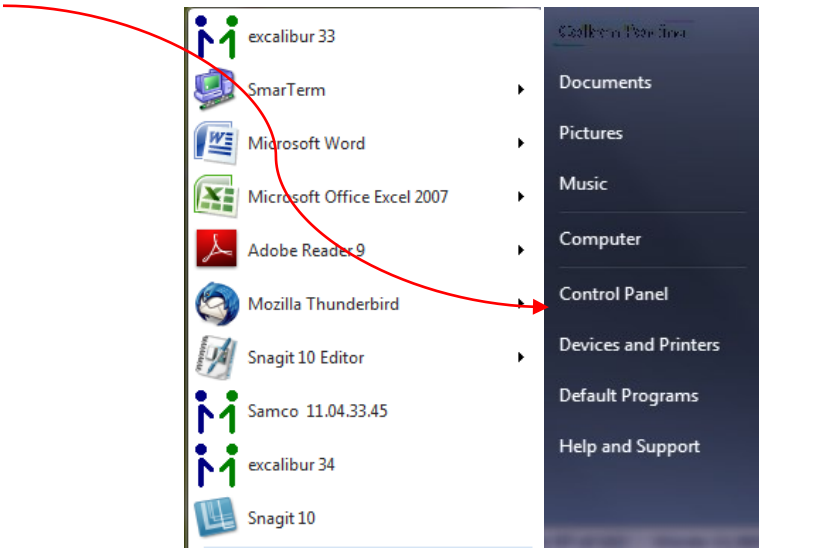
6. Click Delete to remove the file type
   OR
   Click Change to change the default for *Opens with*



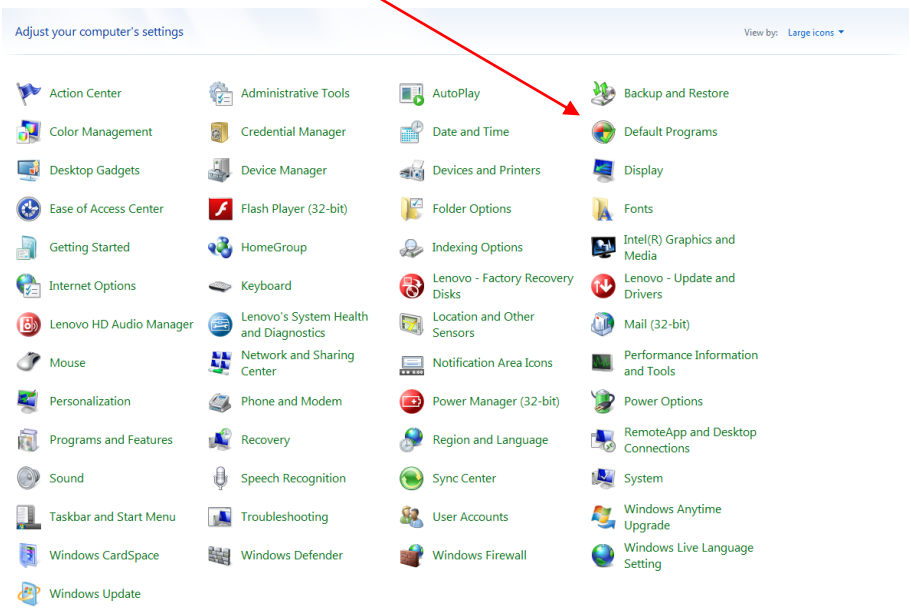
How to set the default for opening a SAMCO .tab file in Windows 7

1. Begin by clicking on the *Windows* icon

2. Click on *Control Panel*

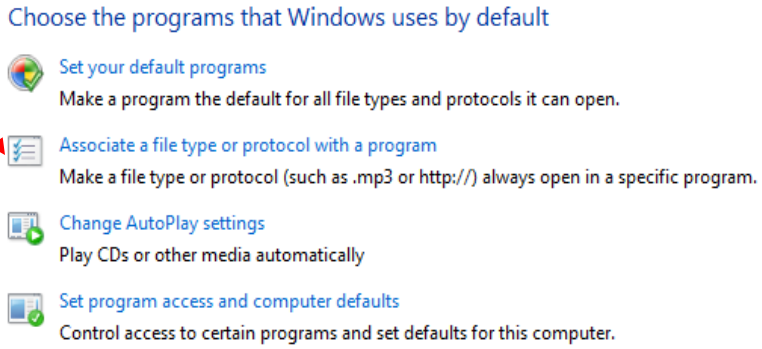


3. Click on the *Default Programs* icon

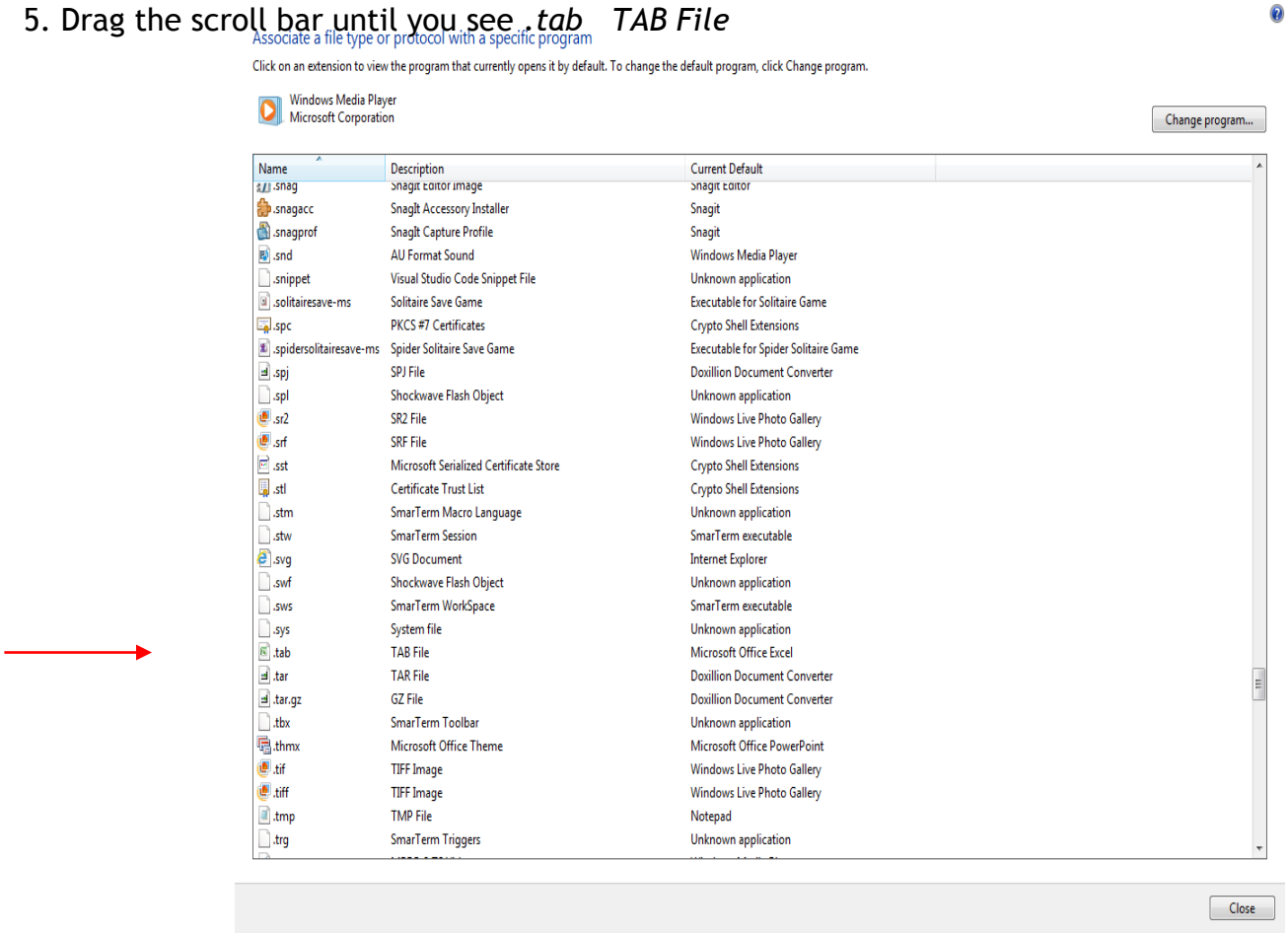


4. Click on *Associate a file type or protocol*

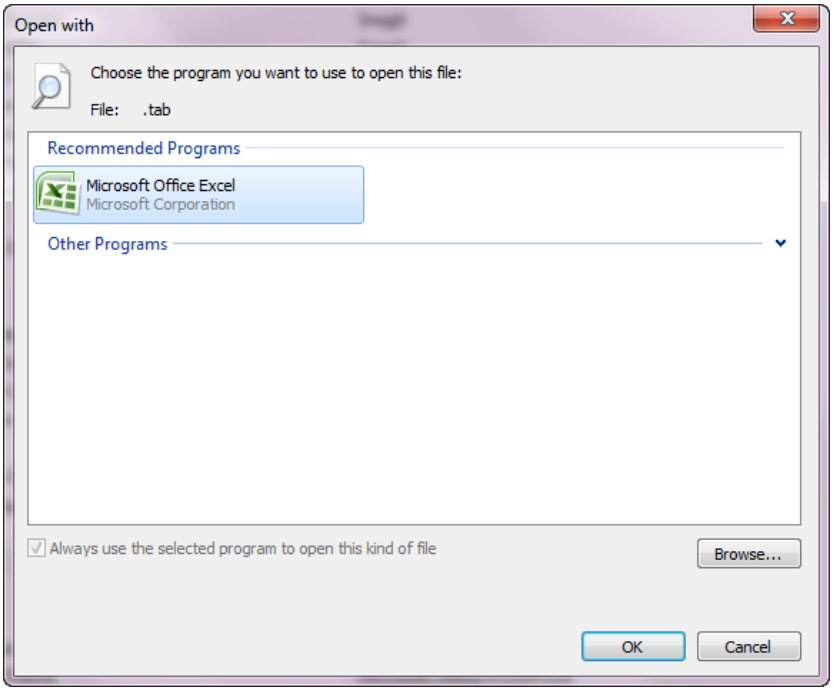
with a program


Choose the programs that Windows uses by default
Set your default programs
Make a program the default for all file types and protocols it can open.
Associate a file type or protocol with a program
Make a file type or protocol (such as .mp3 or http://) always open in a specific program.
Change AutoPlay settings
Play CDs or other media automatically
Set program access and computer defaults
Control access to certain programs and set defaults for this computer.

5. Drag the scroll bar until you see *.tab TAB File*



6 Click on the .tab line and then choose the program you want to use to open .tab files.


Open with
Choose the program you want to use to open this file:
File: .tab
Recommended Programs
Microsoft Office Excel
Microsoft Corporation
Other Programs
Always use the selected program to open this kind of file
Browse...
OK
Cancel

Appendix A

Initializing Data Files

"Initialize" means to create a new data file. When you initialize a data file which already exists, any information in it is completely erased, and the file is newly created.

This function allows you to initialize one or more data files. You probably won't need to initialize data files very often, if ever. But this function is included just in case.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier and attempting other recovery actions (see the appendix titled *File Utilities* at the end of this manual for information on rebuilding corrupted data files).

CAUTION

DON'T USE THIS FUNCTION UNLESS YOU REALLY WANT TO INITIALIZE A DATA FILE. ANY DATA FILE INITIALIZED WILL HAVE ITS INFORMATION COMPLETELY ERASED.

To Begin

Log into your Samco top-level directory and type **PCINIT**.

NOTE: If you are running under Linux/Unix/HPUX/AIX or a similar operating system and are logged on as root / super user, replace the above command with **sh ./PCINIT**

Enter the company ID you wish to initialize Payroll data files for.

You will then see a screen similar to this:

Initialize Canadian Payroll files Your Company Name Here

Customized for: samco

Please enter yes or no for each file:

	Init?		Init?
1. Company file	N	13. Transaction file	
2. Password file		14. Temporary file	
3. Payroll Control file		15. Time transaction file	
4. Audit file		16. Employee auxiliary file	
5. Transaction code file		17. Funds transfer file	
6. Employee file		18. ROE information file	
7. Generated trx file		19. Employee history file	
8. Journal entry file		20. Employee history aux file	
9. Work file		21. Transaction lock file	
10. Paid trx file		22. Process check lock file	
11. Check file		23. Form file	
12. System details file		24. Accrual transaction file	
		25. Project data file	
		26. Additional rates file	

Enter a **Y** beside each file you wish to initialize, and an **N** beside those to be left alone.

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Appendix B

File Utilities

This function will allow you to:

- "Recover" the data files that have become corrupted (fouled up).
- Recover disk space by rebuilding data files with purged or deleted records that are still taking up space.
- Export your data into a format that can be used by many popular spreadsheet, word processing and data base programs.
- Restore archived data files back to their original state.
- Run a check to confirm the validity and integrity of your Payroll data.
- Upgrade data files from older versions of Paycheq Controller.
- Reverse the last and first names in the employee file.
- Purge unused employee accruals.
- Change previous EIE rates.

Corrupted data files

Data file corruption does not occur very often, but you do need to be aware of it just in case one of your data files does become corrupted. This can occur for only a handful of reasons. The most common being:

1. The power to your computer gets turned off when you are using your Samco applications.

2. Your hard disk has developed a defect.

Corrupted data files can't be used reliably afterward, and any attempt to use them causes unusual error messages and you are removed from running the Samco applications.

If this occurs, or if you begin to get unusual results while using your software and suspect that there may be a corrupted data file, you should get technical support.

Your supplier or an independent professional may be able to provide this support. If not, contact Samco Software Inc.'s support department directly (there will be a fee).

Handling

Data file corruption does not mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted.

In *File utilities*, the function *Rebuild a file* will take out the good records in the data file, place these in a temporary file, and then replace the old file with the good records. In addition to this, any deleted or purged records which are taking up disk space will also be permanently removed and the file compressed to its physical size.

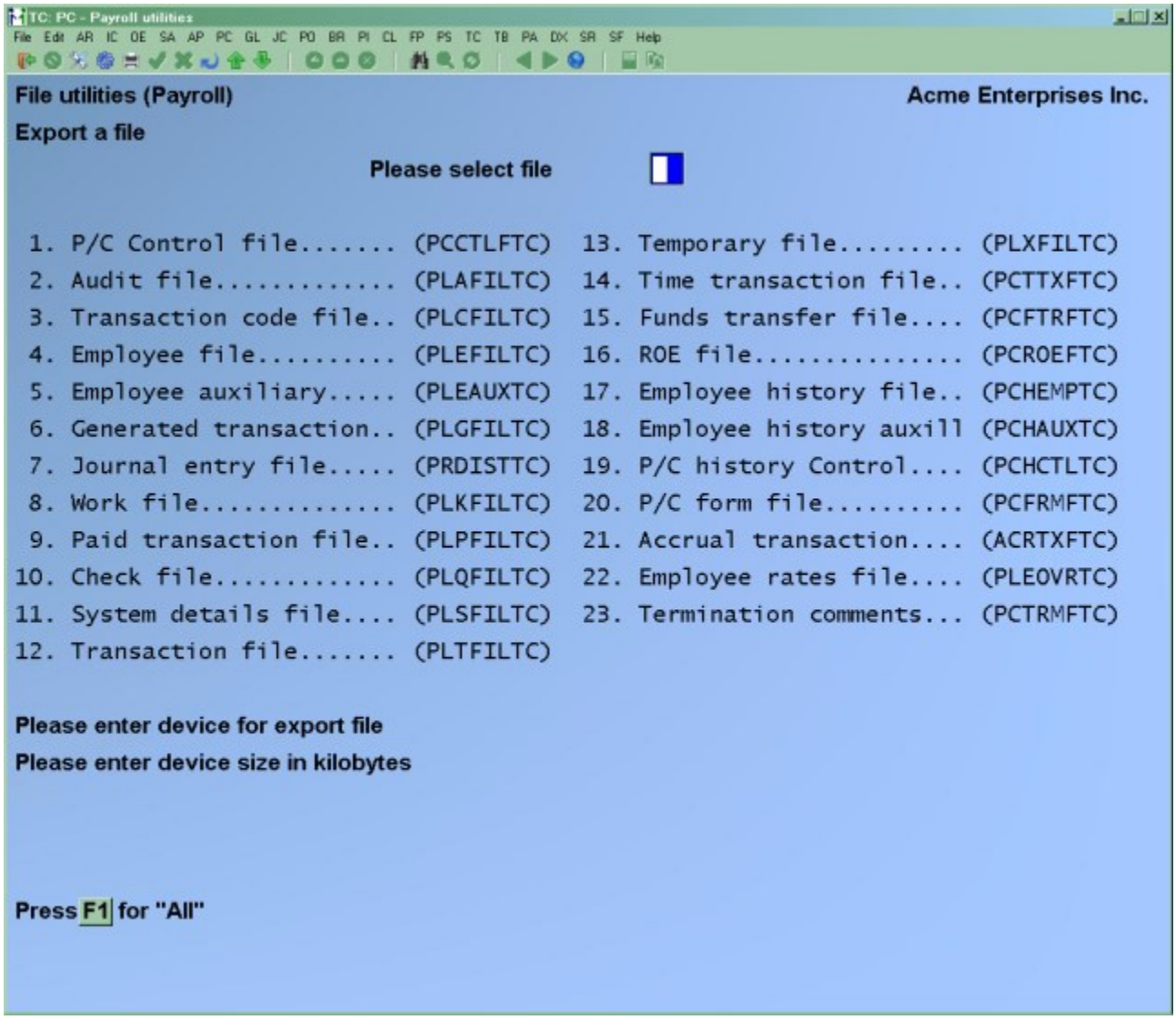
To Begin

Select *File utilities* from the second page of the Payroll main menu.

Export a file

This function is used to export data files from the internal format to a "flat" ASCII file. The data file(s) is read in and an output file is created in the Samco root directory with the name "**xxxxxxnn.EXP**". Where '**xxxxxx**' is the file name, and where '**nn**' is the company number the file came from. (If you are running under Unix you will also have the option of appending a drive designation to the front of the file.)

To begin, select *Export a file* from the *File utilities* sub-menu. A screen similar to the one below will appear:


TC: PC - Payroll utilities
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
File utilities (Payroll)
Acme Enterprises Inc.
Export a file
Please select file
1. P/C Control file..... (PCCTLFTC)
2. Audit file..... (PLAFILTC)
3. Transaction code file.. (PLCFILTC)
4. Employee file..... (PLEFILTC)
5. Employee auxiliary..... (PLEAUXTC)
6. Generated transaction.. (PLGFILTC)
7. Journal entry file..... (PRDISTTC)
8. Work file..... (PLKFILTC)
9. Paid transaction file.. (PLPFILTC)
10. Check file..... (PLQFILTC)
11. System details file.... (PLSFILTC)
12. Transaction file..... (PLTFILTC)
13. Temporary file..... (PLXFILTC)
14. Time transaction file.. (PCTTXFTC)
15. Funds transfer file.... (PCFTRFTC)
16. ROE file..... (PCROEFTC)
17. Employee history file.. (PCHEMPTC)
18. Employee history auxill (PCHAUXTC)
19. P/C history Control.... (PCHCTLTC)
20. P/C form file..... (PCFRMFTC)
21. Accrual transaction.... (ACRTXFTC)
22. Employee rates file.... (PLEOVRTC)
23. Termination comments... (PCTRMFTC)
Please enter device for export file
Please enter device size in kilobytes
Press F1 for "All"

Enter the following data:

Please select file

Enter the number, from the list provided, of the file to be converted to ASCII format, **[F1]** to export "All" files, or **[F2]** to view additional files available for converting.

Please enter device for converted file

Enter the drive letter of the device that the ASCII version of the data file will be written to, or **[F1]** if you either (a) do not want to append a drive letter prefix to the file name (Unix only), or (b) want the file created on your hard drive.

For Linux/UNIX users

The drive letter entered here will be attached to the front of the file name. The letter **A** is recommended for consistency. The ASCII backup file name in the Samco root

directory will read **A:xxxxxxnn.EXP**.

Alternatively, if you do not want to add a drive letter, press **[F1]** for "none".

For Windows users

The drive letter enter here will be the drive that the ASCII backup file will be written onto. If the drive letter entered is that of a drive you will be prompted if you wish to delete all files on the drive first.

Please enter the device size in kilobytes

Enter the size of the disk the ASCII files are to be written to, or **[F1]** for unlimited.

If you enter a specific device size, once the disk is filled you will then be asked for another disk. This process will be repeated until all the data is written to the disk.

The screen will then prompt you "Any change ?". Enter **Y** and all the entries that you have made will be cleared and you will be returned to the "Please select file" prompt. Press **[Enter]** to accept the default of **N**.

NOTE: If you choose to convert "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", and "ENDING FILE KEY" prompts

If you did not select "All" files at the "Please select file" prompt, you are prompted to enter the following:

1. Starting file key
2. Ending file key

Enter the starting and ending file keys for the data file selected for conversion, or press **[F1]** for "First" and "Last". Up to 37 alphanumeric characters may be entered. Unless you know the exact key for the records in the data file it is recommended that you press **[F1]**.

When you have completed all entries the following prompt will appear:

(C) create new export file or (A) add records to existing export file

Enter **C** to create a new export file and over-write any pre-existing ASCII export for this data file, or enter **A** to add the records selected for conversion to any pre-existing ASCII export file on the device specified.

After selecting which type of file to create the screen then clears and the ASCII file name is displayed along with a counter of the number of records exported.

If you had selected "All" at the "Please select file", it is assumed that you wish to create

a new converted file. After the "Any change ?" prompt, the screen clears and the ASCII file name is displayed along with a counter of the number of records exported for all files.

The *Export a file* menu reappears after the file, or files, selected have been exported so that you may choose another file.

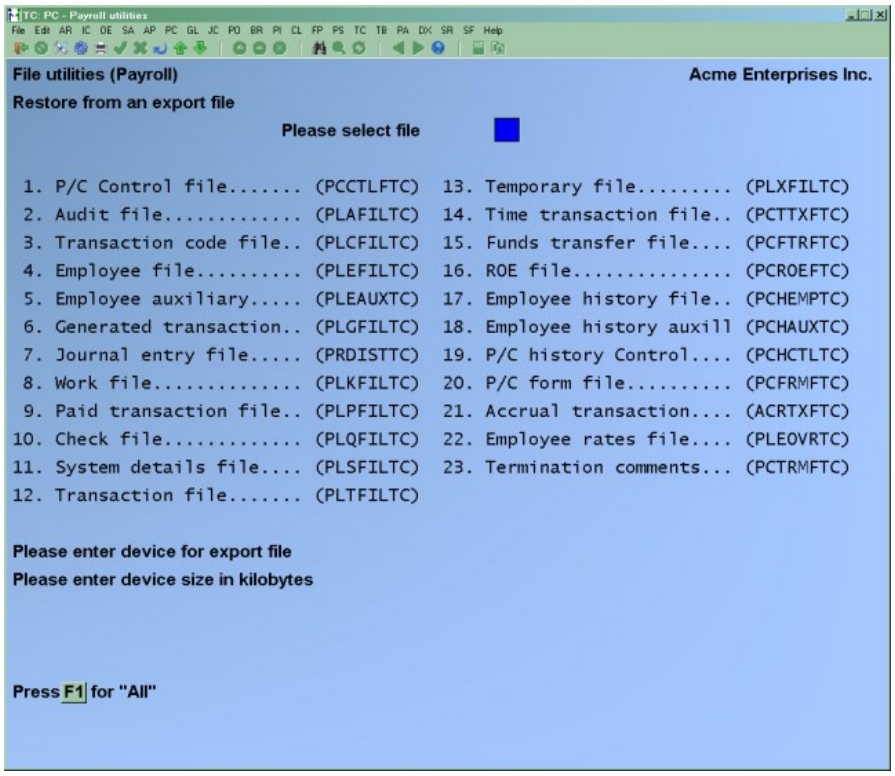
After you have completed running the convert routine, press **[Tab]** at the "Please select file" prompt. A window will appear for you to select how to print the export log.

Restore an exported file

This function is used to restore one of more of the listed data files from the "flat" ASCII file format to the internal format. The exported file is read in and an output file is created in the company sub-directory with the name "**xxxxxx.DAT**". Where "**xxxxxx**" is the file name.

From the *File utilities* menu select *Restore an exported file*.

You see:


TC: PC - Payroll utilities
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
File utilities (Payroll)
Acme Enterprises Inc.
Restore from an export file
Please select file
1. P/C Control file..... (PCCTLFTC)
2. Audit file..... (PLAFILTC)
3. Transaction code file.. (PLCFILTC)
4. Employee file..... (PLEFILTC)
5. Employee auxiliary..... (PLEAUXTC)
6. Generated transaction.. (PLGFILTC)
7. Journal entry file..... (PRDISTTC)
8. Work file..... (PLKFILTC)
9. Paid transaction file.. (PLPFILTC)
10. Check file..... (PLQFILTC)
11. System details file.... (PLSFILTC)
12. Transaction file..... (PLTFILTC)
13. Temporary file..... (PLXFILTC)
14. Time transaction file.. (PCTTXFTC)
15. Funds transfer file.... (PCFTRFTC)
16. ROE file..... (PCROEFTC)
17. Employee history file.. (PCHEMPTC)
18. Employee history auxill (PCHAUXTC)
19. P/C history Control.... (PCHCTLTC)
20. P/C form file..... (PCFRMFTC)
21. Accrual transaction.... (ACRTXFTC)
22. Employee rates file.... (PLEOVRTC)
23. Termination comments... (PCTRMFTC)
Please enter device for export file
Please enter device size in kilobytes
Press F1 for "All"

Enter the following information:

Please select file

Enter the file number, from the list provided, of the file to be restored from an ASCII export format, or **[F1]** to restore "All" exported files.

Please enter device for exported file

Enter the drive letter of the device that the ASCII version of the data file will be read from, or **[F1]** if you either (a) did not append a drive letter prefix to the file name (Unix only), or (b) the file(s) reside on your computer's default hard drive.

For Linux/UNIX users

This is the drive letter attached to the front of the file name. For example, if the file to restore is **A:xxxxxxnn.EXP**, you would enter **A** here. If no designation is at the beginning of the file press **[F1]** for "none".

For Windows users

The drive letter entered here will be the drive that the ASCII export file resides on.

Please enter the device size in kilobytes

Enter the size of the disk the ASCII export files are on, or **[F1]** for unlimited.

(C) Create New Data File Or (A) Add Records To existing Data File

If you answer **C** (Create new file), all of the existing data records in the original file will be destroyed, and the data records contained in the converted file will be transferred to the original file.

If you answer **A** (Add records to file), all of the existing records in the original file will remain, and the data records contained in the converted file will be added to the original file.

The following message will display:

"This function will now initialize the data file used in production. Its contents will be fully replaced with data from the converted file. Please make sure you want to do this. Are you sure?"

Answer **Y** or **N**, as appropriate.

The file(s) will now be restored. A message will be displayed on the screen, showing the count of the records as they are restored.

When the restoration of the file or files is complete the 'Restore a converted file' menu will be displayed.

You may select another file to restore. You may continue to restore files or press **[Tab]** to print the restore log and then return to the *File Utilities* sub-menu.

A window will appear for you to select where to print the restore log. A restore log shows the file(s) restored, the number of records per file, the date and time.

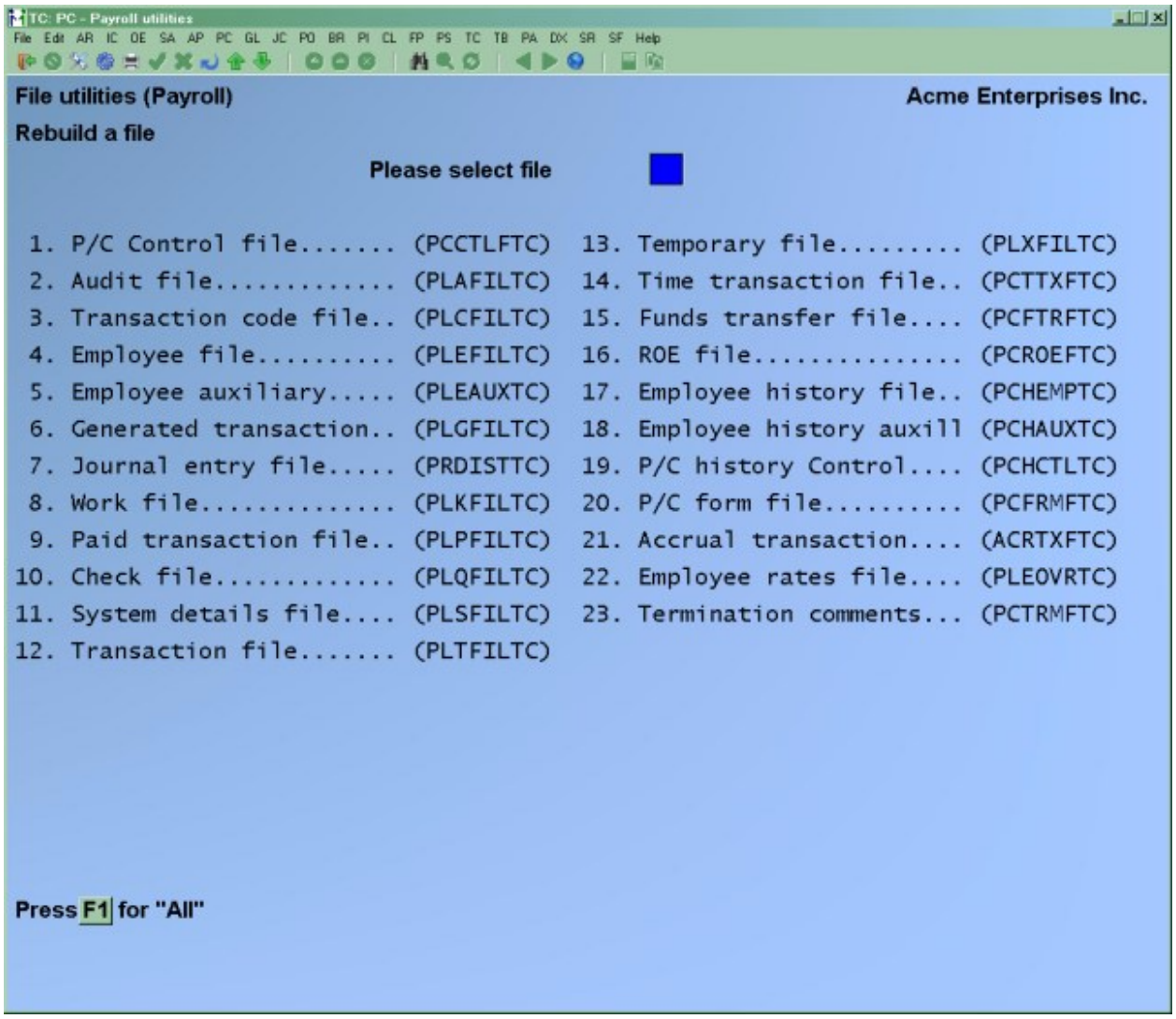
Rebuilding Data Files

Rebuilding data files can be used for one of two reasons:

1. A data file has become corrupted and needs to be recovered.
2. To recover disk space and clean out deleted or purged records.

The *Rebuild a file* function essentially takes the good records out of a file, removes the old file, and creates a new file with the good records.

To begin, select *Rebuild a file* from the *File utilities* menu. You then see:


TC: PC - Payroll utilities
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
File utilities (Payroll)
Acme Enterprises Inc.
Rebuild a file
Please select file
1. P/C Control file..... (PCCTLFTC)
2. Audit file..... (PLAFILTC)
3. Transaction code file.. (PLCFILTC)
4. Employee file..... (PLEFILTC)
5. Employee auxiliary..... (PLEAUXTC)
6. Generated transaction.. (PLGFILTC)
7. Journal entry file..... (PRDISTTC)
8. Work file..... (PLKFILTC)
9. Paid transaction file.. (PLPFILTC)
10. Check file..... (PLQFILTC)
11. System details file.... (PLSFILTC)
12. Transaction file..... (PLTFILTC)
13. Temporary file..... (PLXFILTC)
14. Time transaction file.. (PCTTXFTC)
15. Funds transfer file.... (PCFTRFTC)
16. ROE file..... (PCROEFTC)
17. Employee history file.. (PCHEMPTC)
18. Employee history auxill (PCHAUXTC)
19. P/C history Control.... (PCHCTLTC)
20. P/C form file..... (PCFRMFTC)
21. Accrual transaction.... (ACRTXFTC)
22. Employee rates file.... (PLEOVRTC)
23. Termination comments... (PCTRMFTC)
Press F1 for "All"

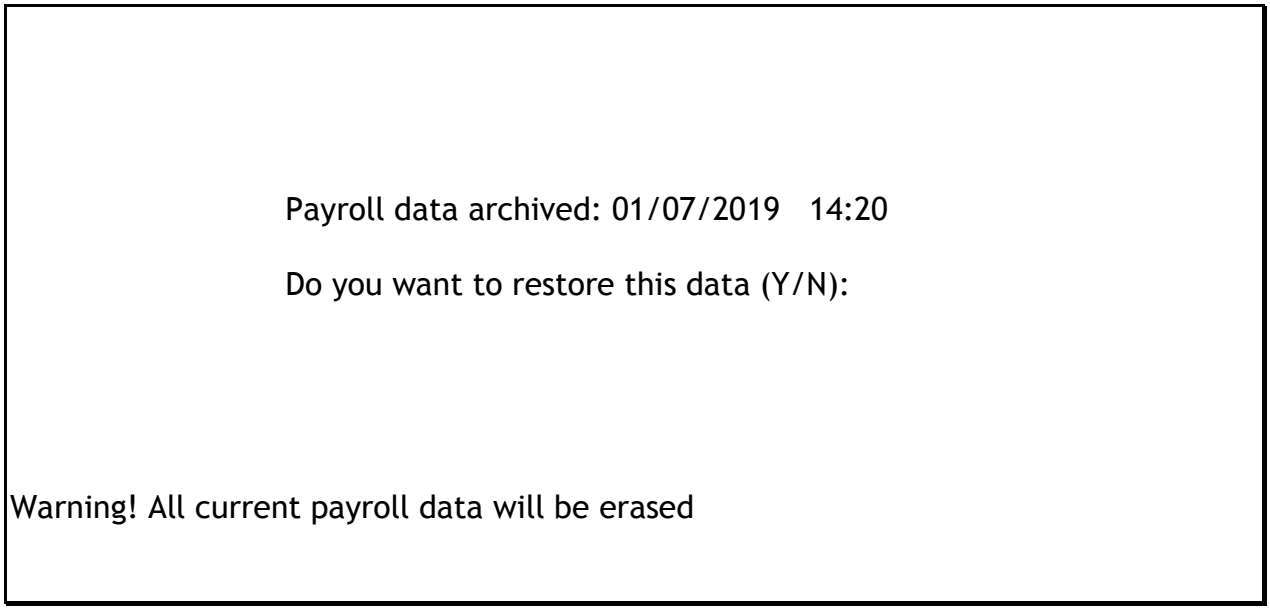
Enter the following information:

Please select file

Enter the number of the file you wish to rebuild, or **[F1]** to rebuild "All" of the data files. A new screen will appear showing the status of each file as it is being rebuilt. Once completed, you are returned to the *Rebuild a file* screen.

Restore Archived Payroll Data

This function will allow you to restore the files archived during the check approval process. When selected, a screen similar to the following screen will appear:



The data and time of the archived is displayed. Answer **Y** if you wish to proceed. Your current data files will be archived, and replaced by the previously archived data.

Warning: All the current payroll information is overwritten with the information from the archived payroll files. Check the archive data and time carefully before proceeding. If the incorrect payroll data was restored, DO NOT PERFORM Approve Review Cheques / Print Cheques

To return your data back to the same state it was prior to running the function, simply run it again.

Upgrade Payroll Data

This selection allows you to upgrade data files from previous releases of Aslan or Adrem Paycheq Controller.

Version 1.04.xx

IMPORTANT: Do not use this routine if upgrading from Paycheque Controller V.

First, backup your old data files, using the Backup File Utilities or the File Recovery Utilities of your previous release, and transfer the converted files into your Samco root directory; usually C:\SSI (Windows), or /usr/ssi (Linux/Unix).

Next, create a new company and data files in this release of your Samco Canadian Payroll. Once finished, select *Upgrade a file* from the *Backup file utilities* menu.

From the menu displayed, select the release you are upgrading from.

Please select file

Enter the number of the file you wish to upgrade.

Please enter backup file device

Enter the device identifier for the disk or disk on which your earlier release converted file is located.

Please enter master data file device

Enter the device identifier for the disk or disk which you want the upgraded file to be on. This will be the file you will be using in your new release.

Repeat this procedure for each file you are upgrading.

Paycheq Controller V

Select *File utilities » Upgrade data files » Aslan July, 1999 Release*.

From the screen displayed enter the directory where your Payrcheq Controller V data files for this company ID reside. Optionally, you can press **[Enter]** to accept the default provided.

Once the upgrade is complete you should run tests to ensure the integrity of the upgraded data.

File Relationship Check

This function checks the interrelationship of all the payroll data files and, optionally, deletes extra or unrelated information. A report of data deleted can be produced.

Do not use this function on your data files if you are in the middle of a payroll cycle as transactions may be lost. This function should only be run after all checks have been printed and posted.

To begin select *File relationship check* from the *File utilities* sub-menu. At the prompt answer **Y** to proceed with the function or **N** to cancel out. Follow the prompts on the screen as they appear.

Once completed you will be returned to the second page of the *Payroll* sub-menu.

Reverse First/Last Name

In previous versions of the Samco Canadian Payroll, the name field in the employee record was not separated between first and last name. In a prior update we attempted to parse out the field into a first and last name. During the update the operator was offered the option of how to upgrade the names (first / last or last / first). If the operator made an error in selection, they could run this utility to reverse the names.

Select *Reverse First/Last name* from the *File utilities* sub-menu. A screen is displayed with a sampling of names. Answer **Y** at the prompt displayed to reverse the names or **N** to cancel.

Purge Unused Employee Accruals

This function allows you to purge out any accruals that belong to a deleted employee. Allowing you to re-use the employee code on a new employee. Although we don't recommend doing this we have provided the means.

Change Previous EIE Rates

Prior to February 2002, Samco's Canadian Payroll did not store the EI rate as part of the transaction in history. As such, if you went to run the Receiver General report for a prior period, and the EI rate had changed after that period, the RG report would get the EI rate from the transaction code and not the transaction itself.

This function allows you to set the EI rate on the transaction itself for generating an historical Receiver General report.

Appendix C

RPP Deductions

Company pension plan deductions may be calculated as a percentage of gross income less any deduction made for Canada/Quebec pension. The payroll system does not allow for a calculation of this type within the standard calculation methods.

To permit the use of computer generated deductions for company pensions, a special rule has been implemented for deductions denoted as registered pension plan deductions.

The computer will always calculate the registered pension deduction per the standard calculation rules less any Canada/Quebec pension previously deducted on the cheque prior to this calculation. Thus, the order in which computer generated deductions are established in the system maintenance program is very important.

Restricting our example to the two pension deductions there are two possible results depending on the sequence in which the deductions occur.

Sample data:

Item	Amount
Gross taxable income	$1000
Canada/Quebec pension	1.8% of gross
Company pension	5.0% of gross

Pension deduction:

	Sequence	Deduction Amount
#1	Company Pension	$50
	Canada/Quebec pension	$18
#2	Canada/Quebec pension	$18
	Company pension	$32

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Appendix D

Miscellaneous Deductions

Some deductions rely upon marital status, number of dependents or other classifications to determine the amount. Several examples are:

1. Provincial health plans
2. Company dental plans
3. Union deductions

Deductions of this type can be handled most effectively through the use of the miscellaneous deduction category. The miscellaneous deduction category can be used in the following programs:

1. Transaction processing - single transactions
2. Transaction processing - multiple transactions
3. Maintain system details - computer generated deductions
4. Cheque processing - handwritten cheques

On the employee master, up to five miscellaneous deductions can be entered. At transaction processing time, the transaction code may be entered as MD? or IN?. The transaction processing program will search the employee master for the appropriate code and the number to replace the question mark.

Miscellaneous deduction codes may also be used in computer generated deductions and in cheque processing, and hand-written cheques.

The steps to correct implementation of the MDC are as follows:

1. Establish a transaction code using the transaction code maintenance program for each possibility.

2. Each transaction code must consist of the same first two characters followed by a number. The transaction codes may employ sub-codes for provinces or groups, if needed.

3. For each employee, enter an MDC on the master record which corresponds to the deduction transaction code applicable to the employee.

4. When entering transaction codes which have been set up for use with the MDC, enter the first two letters of the code plus a question mark. The computer will then substitute the employee's MDC for the ? and locate the correct deduction transaction.

As an example, let us set up the deductions for a medical plan which will have the following categories:

0	Not eligible	$ 0.
1	Single	$15.
2	Married	$30.
3	Married with dependants	$38.

First we establish three transactions in transaction code maintenance using the codes MP1, MP2, and MP3 for the amounts of 15, 30 and 38 dollars respectively. Transaction code MP0 was not set up as it has no monetary value and thus is not needed. Each employee's master record is then changed to show a MDC which reflects one of the four categories noted above.

The operator may now enter MP? when it is necessary to enter the medical plan deduction. The computer will replace the ? with the employee's MDC and find the appropriate transaction and amount. In the example any MDC other than 1, 2, or 3 will not be eligible for the deduction.

***** WARNING *****

If more than one deduction is dependent upon use of the MDC, great care must be exercised in assigning the numeric values to the transaction codes.

Appendix E

Calculation Methods

This appendix provides you with a listing of the calculation methods used by the *Setup* » *Transaction codes*.

The first table shows the formula used and the corresponding number to be included in the transaction code.

The second table is a legend of the calculation symbols and abbreviations.

Number	Formula
01	Operator entered amount + INL
02	(UN x R) + INL
03	(UI x R) +INL
04	(UG x R) + INL
05	[(R/100) x pay period salary] + INL
06	[(R/100) x taxable earnings] + INL
07	[(R/100) x accumulator # ??] + INL
08	[(R/100) x previous amount] + INL
09	[(R/100) x WR x 1] +INL
10	[(R/100) x WR x UN] + INL
11	[(R/100) x WR x EI] + INL
12	[(R/100) x WR x UG] + INL
13	[(R/100) x (WR + INL)] x 1
14	[(R/100) x (WR + INL)] x UN
15	[(R/100) x (WR + INL)] x EI
16	[(R/100) x (WR + INL)] x UG
17	[((R/100) x WR) + INL] x 1
18	[((R/100) x WR) + INL] x UN

19	[((R/100) x WR) + INL] x EI
20	[((R/100) x WR) + INL] x UG

Symbol	Description
+	Add
x	Multiply
R	Rate on transaction code
EI	EI units
UG	Group units
UN	Units
WR	Wage rate
INL	Initial value

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Appendix F

Income Tax Calculation

One of the most frequently encountered questions about computerized payroll systems concerns the income tax calculation. Revenue Canada advises you not to compare computer calculations with those provided in their booklets for manual payroll systems because of the differences in the manner in which they are calculated.

Should you find it necessary or advisable to compare this payroll's computer calculation with an outside source, it is not advised that you compare it to the deductions found in the Federal government publication "TABLES - Income tax deductions at source" for anything more than a ball park comparison, as these tables can be out by as much as $20.00 per pay period, due to their incremental nature.

Any detailed comparison should be carried out by following the Federal government "Machine Computations of Income Tax Deductions, Canada Pension Plan Contributions, and Employment Insurance Premiums" (also known as the Machine Computations or MC booklet) calculations. In particular, the program follows the option 4 tax calculation process. Any comparison made on this basis should be accurate to within pennies, although a margin of error of $5 to $10 is considered to be acceptable (depending on pay frequency).

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Appendix G

Personal Choice Items

Personal choice items are transactions that are unique to the individual employee because:

1. The amount is unique to each employee

2. The transaction cannot be assigned to specific groups of employees.

Typical examples include mid-month advances for salaried employees, garnishes, Canada savings bond deductions, charitable donations, company car benefits, and loan repayments. Another example would be employee benefits that are paid by the company after the employee is laid off.

NOTE: Up to a maximum of 999 personal choice items can be entered for any employee.

Transaction Codes

The most common transaction calculation methods for personal choice items are:

01 Fixed amount
05 Percentage of pay period salary
06 Percentage of gross taxable income
07 Percentage of an accumulator

If a transaction code has both the initial value and the percentage rate set to zero, the item is assumed to be a personal choice item. The computer will examine the employee's master record to find the appropriate value whenever it encounters a transaction of this type in one of the following programs:

1. *Transaction » Multiple transactions*
2. *Check » Calculate checks*
3. *Journal*

Some examples of personal choice items include transaction codes CSB (Canada savings bonds), MMA (mid-month advance) and ADV (advance) if the code is entered on the employee's master record as such with an appropriate amount. Please note that personal choice items may be both earnings and deductions.

Fringe benefits, such as the company car (CAR) lend themselves to similar treatment.